

5/30/86

SUBJ:FAACORRESPONDENCEMANUAL

1. **PURPOSE.** This change transmits revised pages to Chapter 7 and Chapter 11 of the FAA Correspondence Manual.

2. **EXPLANATION OF CHANGES.**

a. White House Correspondence. The change corrects the position of the signature block on correspondence from the Executive Secretariat to the White House to remain in the center.

b. Express Mail. Use of the contractor designated by GSA is mandatory and shall be used instead of USPS Express Mail for urgent letters and packages.

3. **DISPOSITION OF TRANSMITTAL.** This transmittal sheet should be retained.

Page Control Chart

Remove Pages	Dated	Insert Pages	Dated
93	7/12/85	93	5/30/86
94	7/12/85	94	7/12/85
95	7/12/85	95	5/30/86
96	7/12/85	96	7/12/85
145	7/12/85	145	7/12/85
146	7/12/85	146	5/30/86


Michael D. Sherwin
Director of Management Systems

FOREWORD

This order prescribes basic correspondence standards for the Federal Aviation Administration, (FAA). It incorporates in one order all requirements and guidelines regarding the preparation of agency correspondence and supersedes the provisions of Order DOT **1325.2B**, DOT Correspondence Manual, in the FAA except as outlined herein .

General instructions to be followed in the preparation of correspondence at nearly every level in the agency are contained in Chapter 2, Memorandums, and Chapter 3, Letters. However, specific exceptions are contained in Chapter 4, Congressionals; Chapter 5, Administrator's Correspondence; Chapter 6, Secretarial Correspondence; and Chapter 7, White House Correspondence.. Referto these chapters when preparing the setypes of correspondence.

This manual was developed by the Aeronautical Center Secretaries Work Group with assistance from other FAA secretarial personnel. It represents the first time a manual of this kind was written by the people who use it the most.

A handwritten signature in black ink, appearing to read "L. B. Bell". The signature is fluid and cursive, with the first name "L." and last name "Bell" clearly distinguishable.

Acting Director of Management Systems



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CHAPTER 1. GENERAL

1. PURPOSE. This manual provide6 basic correspondence standards for the Federal Aviation Administration (FAA).

2. DISTRIBUTION. This order is distributed to all secretaries and typists in the agency.

3. CANCELLATION. The following orders are canceled:

a. Order 1000 .21, Approval and Use of Acronyms and Nicknames, dated April 11, 1968.

b. Order 1360.6, **FAA Edition of the U.S. Government Correspondence Manual**, dated October 23, 1969.

c. Order 1360.9B, Information Requirements of DOT Secretarial Representatives, dated June 7, 1971.

d. Order 1360.11, Correspondence with State and Local Officials, dated September 2, 1970.

e. Order 1360.12, Limitations on Use of Abbreviations and Acronyms, dated August 31, 1970.

f. Order 1360.15, DOT Correspondence Manual, dated September 9, 1980.

4. EXPLANATION OF CHANGES.

a. A complete agency correspondence manual is provided in lieu of using Departmental correspondence procedures and supplemental agency requirements. Specific instructions **relative to Departmental** correspondence will be contained in a separate chapter when the new Departmental correspondence manual is published.

b. Several chapters in this manual contain figures which outline **correspondence** requirements in an illustrative format. As a result, no standard directives paragraphing is presented. This formatting eliminates the need for duplicative text and figures and avoids any possible inconsistencies. The use of bolding and underlining in these illustrations is for emphasis only with the exception of Subject: line references (ACTION and INFORMATION). In addition, the text is formatted with right justification. This typing format may be used but is not required in the typing of agency correspondence. Correspondence which will be signed by the Administrator must not have the right margin justified.

c. Correspondence is typed in a **modified** block style with paragraph6 **single** spaced regardless of length or number of paragraphs. Major paragraph6 are not numbered in correspondence having subparagraphs.

d. Slashes instead of dashes are used to separate each element in a date when it is typed in figures; e.g., **5/8/85** instead of S-8-85.

e. The signature element on **memorandums** follows the body of the **correspondence**. The pound sign (**#**) is not used **at** the bottom of memorandums.

f. Memorandums are used for correspondence within the Federal Government.

g. The use of the letterhead memorandum format is restricted to White House correspondence **only** . .

h. The **ATTN:** and **THRU:** lines on memorandums are typed flush **with** the left margin.

i. Only the original writer's identification line and the last retyped/rewritten identification line are shown on the new carbon copies when correspondence is retyped or rewritten.

j. The time limit for reply to routine correspondence is changed from 10 to 15 working days from date of receipt in the act ion off ice unless a different due **date** is specified.

k. **Material on punctuation**, compounding, and other style practices **is added** as appendixes .

5. CORRESPONDENCE GOALS.

a. The agency goal is to provide timely, responsive, and high-quality correspondence at a reasonable cost. Correspondence should be clear, concise, and positive in tone. Avoid sending long letters or memorandums. Include necessary explanatory detail as an enclosure to a letter or as an attachment to a memorandum.

b. It is an FAA goal to provide prompt, complete, and factual information to Members of Congress, congressional committees, and their staff members. The highest priority will be given to congressional inquiries and requests. Replies will be concise, objective, and courteous.

6. GUIDELINES.

a. Distribution to New Employees. Managers and supervisors will assure new secretaries and typists are provided a copy of **this** manual as well **as** the **publicat** ions mentioned in paragraph 7.

b. Correspondence with State and Local Officials. Except for routine, day-to-day communications, provide the Special Projects Staff (**AOA-10**) with one information. copy of correspondence to Governors, mayors, and other State and local government, officials. Prepare for the signature of the Secretary of Transportation correspondence to State and local officials on issues affecting more than one **administration** or issues of a particularly *controversial* nature.

c. Information Requirements of DOT Regional Representatives of the Secretary. Regional/center directors and heads of offices and services will send information copies of pertinent correspondence and information on major issues which directly impact Department of Transportation (DOT) affairs to the appropriate Regional Representative. They will also afford each Regional Representative the opportunity to attend significant meetings that take place within his/her region by advising the Regional Representative, in a timely fashion, of such scheduled meetings. This principally will involve correspondence with State and local governments, other Federal agencies, industry, and aviation groups. Internal documents of a policy nature that would involve such activities will also be furnished.

d. Signature Level. Address replies to correspondence to the same organizational level or lower as that of the signer.

e. Avoidance of Discriminatory Language. Do not block effective communications by using discriminatory language. Apply the following guidelines as a minimum:

(1) Refer to the person's job title or organizational position rather than the sex of the person holding the job.

(2) When a sentence makes sense without using a pronoun, delete it from the sentence. Use the plural form so subsequent pronouns are in the third person. One and person can often replace a gender-related pronoun. Use a slash between gender-related pronouns which cannot be avoided; e.g., his/her. Use and or or for a change of pace; e.g., his or her.

7. CORRESPONDENCE GUIDES.

a. Appendixes. Appendixes 1 through 8 outline information involving forms of address, punctuation, hyphenation, spelling, compounding, capitalization, abbreviations, numerals, and other style practices. Follow the Government Printing Office Style Manual, which is available from the U.S. Government Printing Office, when these appendixes do not answer specific questions.

b. Form and Guide Letters. Predrafted form and guide letters are recognized throughout the Government as an essential aid in speeding service and reducing administrative costs. See General Service Administration (GSA) records management handbook "Form and Guide Letters" which is available from local GSA Distribution Centers, national stock number 7610-00-117-8777.

c. Guides on Correspondence. A number of guides are available that will help the writer improve clarity, simplicity, and readability such as GSA records management handbooks "Plain Letters," national stock number 7610-00-205-1091, and "Correspondence Management," national stock number 7610-00-187-3858, both available from local GSA Distribution Centers..

8. CHANGES TO BASIC STANDARDS. Changes to basic standards contained in this order require the approval of the Director of Management Systems. Supplementation of this order to outline local guidance and instructions may be required.

7/12/85

. 1360.16

9. FORMS. The forms and stationery used **in** the preparatton of FAA correspondence are listed **in Chapter 12**.

10 -19. RESERVED.

FIGURE 2-1. MARGINS, DATE, SPECIAL
MAILING INSTRUCTIONS, AND REPLY TO ATTN. OF:



U.S. Department
of Transportation
**Federal Aviation
Administration**

SPECIAL DELIVERY-REGISTERED
Memorandum

**Subject: INFORMATION: Margins, Date, Special Mailing
Instructions, and Reply to Attn. of:**

(stamp or type date
here when signed)

From: Manager, Airway Facilities Division, ASO-400

Hanes: FTS 246-1234

To: Manager, Airway Facilities Division, AEA-400

Use memorandum 6 for correspondence within the Federal Government.

a. The margins for a memorandum are:

(1) **Left margin:** Begin typing two spaces after the colons in the left captions.

(2) **Right margin:** Approximately 1 1/8 inches to prevent typing into the ladder on the official file copy.

(3) **Bottom margin:** Approximately 1 1/2 inches.

b. The date is stamped or typed two spaces after the Date: caption by the office in which the memorandum is signed. If typed, spell out the month and show the date and year in numerals. Do not use 0 1/2 3/4 or rd with the numerals. Example 6 :

Date: July 1, 1984

Date: JUL 1 1984

c. Special mailing instruction 6 (such as SPECIAL DELIVERY, CERTIFIED, and REGISTERED), when required, are typed in all capital letters and centered above MEMORANDUM in the top right corner.

d. The Reply to Attn. of: caption is used when the originating office preparer A memorandum that will be signed in another office. Leave the line blank when identification is not desired by the signing official. When used, the caption contains the last name and telephone number or extension of the originator as shown above. It is typed two spaces after the Reply to Attn. of: caption.

Shirley J. Scott

Attachment
Correspondence Manual

FIGURE 2-2. SUBJECT: LINE

US Department
of Transportation
Federal Aviation
Administration

Memorandum

Subject: INFORMATION: Subject: Line

Date NOV 30 1985

From Manager, Airports Division, ACE-600

Murray: FTS758-432 I

To Manager, Airports Division, ANE-600

The **Subject**: line is typed two spaces after the Subject: caption. Keep the subject short, preferably no **more** than 10 words. If more than one line is needed, type succeeding lines flush with the first line. Capitalize the **first** letters of all words in the Subject: line except articles, prepositions, and conjunctions. Indicate at the beginning of the **Subject**: line whether the memorandum is for ACTION: (action is required of the addressee) or INFORMATION: (information is provided and no action is required of the addressee). Example:

Subject: ACTION: FM Correspondence Manual

a. When replying to correspondence, use the **same** subject as the incoming correspondence followed by a semicolon, an identification of the incoming correspondence using the sender's routing symbol, and the date of the incoming correspondence; e.g., **ANE-3 Memo of 11/17/84**. When information is provided as a result of an ACTION: memorandum, the **Subject**: line of the reply should indicate INFORMATION: rather than ACTION:. Example:

Subject: INFORMATION: FM Correspondence Manual;
ANE-3 Memo of 11/17/84

b. When a second memorandum is written to the same person on the same subject before receiving a reply, use the same subject as the first memorandum followed by a semicolon and the identification information of the sender of the first memorandum.

c. When several memorandums have been exchanged on the same subject, use the identification information of the latest memorandum only.

d. Correct obvious errors in the Subject: line; e.g., capitalization and typographical errors..

Arthur M. Smith

Arthur M. Smith

FIGURE 2-3. FROM: LINE

US Department
of Transportation
Federal Aviation
Administration

Memorandum

Subject: **INFORMATION: From: Line**

Date: **JUL 17 1984**

From: Manager, Management Systems Division, AU-60

Reply to
Attn. of: Snider: **FTS 667-6789**

To: **Manager, Management Systems Division, ML-60**

The **From:** line contains the title and routing symbol typed two spaces after the **From:** caption as shown above.

a. To avoid typing into the Reply to Attn. of: caption, a lengthy **From:** line is continued on a second line and indented two spaces from the left margin as shown below:

From: Manager, National Airway Engineering
Field Support Sector, **APM-150**

b. A multiple From: line is shown as follows:

From: Manager, Flight Standards Division, AU-200
Manager, Air Traffic Division, AU-500

c. When an individual is detailed to a position as the result of a personnel action, use the term **Acting** before the title in the **From:** line. Example :

From: Acting Manager, Management Systems Division, AU-60

d. When an individual is acting in another position without a personnel action, the **From:** line will reflect the title of the incumbent, and the person authorized will sign for the incumbent (see example below).

Wallace Renger
for George T. Bolin

FIGURE 2-4. TO: LINE**INFORMATION: To: Line**

November 8, 1984

Manager, Flight Programs Division, AVN-200**Smith:PTS 749-6802****Manager, Aircraft Maintenance • od
Engineering Division, AVN-300**

For • ddresoees within the Department of Transportation (DOT), type the title and routing symbol two spaces after the To: caption as shown above.

For addressees outside the DOT, type the full • ddrcs two spaces after the To: caption. Single space in block style. The address should not exceed five lines. When any line goes past the center of the page, continue it on a second line that is indented two spaces. Use capitalized code unpunctuated two-letter State abbreviations for inside • ddreaccc. Type the ZIP Code two spaces to the right of the State abbreviation. Example:

To: Internal Revenue Service
400 NW. 4th Street
Oklahoma City, OK 73101

For memorandums going outside the DOT, the return • ddreac is typed below **MEMORANDUM** in the top right corner. For an example, see figure 2-6.

a. For multiple • ddrrerree, the To: line contains the titles and routing symbols. A checkmark is placed to the right of the appropriate line to indicate which office will receive that copy. Examples:

To: Director of Budget, MU-1
Director of Civil Rights, ACR-1 ✓
Director of Personnel and Technical Training, APT-1

To: Manager, Training Methods and Operations Branch, MC-910 ✓
Manager, Air Traffic Branch, MC-930
Manager, Ainau Facilities Branch, MC-940

CONCURRENCES	
RTG SYMBOL	AVN-220
INITIALS/SIG	A. L. Carson
DATE	11/6/84
RTG SYMBOL	AVN-201
INITIALS/SIG	[Signature]
DATE	11/7/84
RTG SYMBOL	
INITIALS/SIG	
DATE	
RTG SYMBOL	
INITIALS/SIG	
DATE	
RTG SYMBOL	
INITIALS/SIG	
DATE	
RTG SYMBOL	
INITIALS/SIG	
DATE	

FIGURE 2-4: To: LINE (CONTINUED)

2

b. When identical memorandums are forwarded to all-inclusive groups, use the following multiple-address method. Write the routing symbol of each ● ddrerrec in the upper right corner of the appropriate copy. Examples:

To: **Division** and Staff Managers

To: Regional and Center Direccorr

To: **Supervisors**

To: **Associate Administrators**
Heads of Officer and Servicer
Regional and Center Directors

c. When an identical original memorandum is required for two or more persons, prepare an original for each addressee and only one set of file copies. Type a list of the addressees on all internal copies or, if the list is too long, attach it to the file copies.

d. If the correspondence does not apply to one or more of the group, it is permissible to exclude them. Examples:

To: Regional and Center Directors
(except Southern Region)

To: **Division** and Staff Managers -
(except Procurement Division and FM Academy)

e. When writing to the Administrator, the Deputy Administrator, the Secretary or Deputy Secretary, use the title only in the To: line.

Original signed by
Michael P. Jones

Michael P. Joer

cc:
AVN-200

AVN-220:AJCarson: jal:FTS 749-4728:11/6/84

IDENTICAL MEMORANDUMS TO:

AVN-200
AFO-200
ASF-300

FIGURE 2-5. ATTN: AND THRU: LINES

U.S. Department
of Transportation
Federal Aviation
Administration

Memorandum

Subject: **INFORMATION:** Am: and **THRU:** Lines

Date: NOV 9 1984

From: Manager, Airway Facilities Division, ANE-400

My: [unclear]
Atty: FTS 836-3311

To: Manager, Airway Facilities Division, ASW-400

ATTN: Manager, Program and Planning Branch, ASW-420

Avoid using **AI:** and **THRU:** line whenever possible. However, follow these guidelines when their use is required.

a. When sending a memorandum to the attention of another office, type **ATTN:** flush with the left margin on the first line below the To: line in all capital letters followed by a colon as shown above.

b. When sending a memorandum through another office, type **THRU:** flush with the left margin on the first line below the To: line followed by a colon as shown below:

To: Manager, Policy Branch, ALG-110

THRU: Manager, Policy and Plans Division, ALG-100

OR

To: Director, Acquisition and Materiel Service, ALG-I

THRU: Manager, Policy and Plans Division, ALG-100
Manager, Policy Branch, ALG-110

John Q. Jones
John Q. Jones

FIGURE 2-6. BODY OF A MEMORANDUM,
PARAGRAPHING, AND SUCCEEDING PAGES



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Western-Pacific Region
P.O. Box 92007
Worldway Postal Center
Los Angeles, CA 90009

INFORMATION: Body of a Memorandum,
Paragraphing, and Succeeding Pages

January 13, 1985

From: Manager, Accounting Division. AWP-20

Fannin: FTS 966-7608

To: Ms. Janice E. Penney
General Services Administration
819 Taylor Street
Fort Worth, TX 76102

The body of a memorandum begins two lines below the last line of the To: caption. All memorandums are single spaced with double spacing between paragraphs regardless of length or number of paragraphs. Begin each main paragraph flush with the left margin. Do not number main paragraphs.

a. The first subdivision of a paragraph is indented four spaces (begin typing on the fifth space). Each progressive subdivision is indented as shown in this figure. Succeeding lines begin flush with the left margin.

(1) A paragraph which is subdivided must have at least two subdivisions; e.g., for every (1), there must be a (2).

(a) -Subparagraphs are lettered and numbered as follows:
a., (1), (a). Subparagraphing beyond the third subdivision is discouraged.

(b) The reference numbers and letters are written without spaces or punctuation when a paragraph is referred to in a memorandum.
Example:

paragraph 1a(1)(b)

(2) Subparagraphing may vary to meet special requirements.

b. Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on a succeeding page unless at least two lines can be carried over to that page.

FIGURE 2-6. BODY OF A MEMORANDUM.
. PARAGRAPHING. AND SUCCEEDING PAGES (CONTINUED)

2

C. Type succeeding page(s) on plain bond paper. Beginning **vith** the second page, type the page number in numerals seven lines **from** the top and flush with the right margin. Continue the text of the memorandum two lines below the page number.

Ralph J. Dawson
Ralph J. Dawson

FIGURE 2-7. SIGNATURE BLOCK

U.S. Department
of Transportation
Federal Aviation
Administration

Memorandum

Subject: INFORMATION: Signature Block

Date July 29, 1984

From: Manager, Logistics Division, **AGL-50**
Manager, Civil Aviation Security
Division, AGL-700

Reply to
Attn of **Clark:FTS 384-9969**

To: Manager, Logistics Division, **ANM-50**

The signature block (name of the signer) is typed five lines below the last line of the body of the memorandum flush with the left margin in initial capital letters.

When the memorandum is from more than one person, the first signature block is typed flush with the left margin and the second signature block begins five spaces to the right of center. The first signer's name will correspond with the first title and routing symbol in the **From:** line, and the second signature block will contain the second signer's name.


Robert P. Adams


Donald F. Fikes

FIGURE 2-8. ATTACHMENT AND SEPARATE COVER NOTATIONS

U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: INFORMATION: Attachment and Separate
Cover Notations

Date: June 28, 1984

From: Manager, Aircraft Certification Division, MM-100 **Reply to**
Attn of: Hilliard:FTS 446-4193

To: Manager, Aircraft Certification Division, ANE-100

The notation **Attachment** is used for memorandums. Attachment notation8 are typed two liner below the signature block and flush with the left margin. When more than one attachment is involved, identify each attachment by number in the upper right corner; e.g., Attachment 1, Attachment 2. When there is more than one lengthy attachment, use tabs to identify each attachment by number.

a. Note attachment(a) identified in the body of the memorandum as follows:

Attachment	OX	2 Attachmenta
------------	----	---------------

b. Note attachment(a) not identified in the body of the memorandum as follows:

Attachment	OX	2 Attachment a
Form Letters Handbook		Form Letters Handbook
		Plain Letters Handbook

c. Note multiple copies of the attachment(s) identified in the body of the memorandum in parentheses as follows:

Attachment (2)	OR	2 Attachments (2)
----------------	----	-------------------

d. Note multiple copies of the attachment(r) not identified in the body of the memorandum in parentheses after identification of the attachment as follows:

Attachment	OX	2 Attachmenta
Form Letters Handbook (2)		Form Letters Handbook (2)
		Plain Letters Handbook

FIGURE 2-8. ATTACHMENT AND SEPARATE COVER NOTATIONS (CONTINUED)

2

e. All attachments are identified below the attachment notation if all of the attachments are not identified in the body of the memorandum.
Example :

2 Attachments
Form Letters Handbook
Plain Letters Handbook

When documents referred to in the body of a memorandum are sent separately from the memorandum, type **Separate** Cover two lines below the attachment notation (or two lines below the signature block if there is no attachment) and flush with the left margin. On the next line, type title or description of the document which are being sent. The documents are identified here whether or not they were identified in the text as follows:

Separate Cover
Airman Information Manual .
Air Traffic Handbook

a. When sending more than one copy of the document under separate cover, indicate the number of copies in parentheses following the identification of the document as follows:

Separate Cover
Airman Information Manual (2)

b. When the material is mailed, include a copy of the memorandum. If being sent other than first class, type Letter **Enclosed** on the face of the envelope or package to conform with U.S. Postal Service regulations.

William J. Smith
William J. Smith

2 Attachments
Form Letters Handbook
Plain Letters Handbook (2)

Separate Cover
Airman Information Manual (2)
Air Traffic Handbook

FIGURE 2-9. CARBON COPY NOTATIONS

U.S. Department
of Transportation
Federal Aviation
Administration

Memorandum

Subject: INFORMATION: Carbon Copy Notation

Date: AUG 11 1985

From: Manager, Management Systems Division, ML-60

Copy to: Willingham:FTS 907-271-1122

To: Manager, Management Analysis Division, AM-500

This figure gives instructions for completing the carbon copy notation.

a. Carbon CODY distribution notations are shown on the original of the memorandum only if the addressee has a need to know who received a copy of the memorandum. Always show the carbon copy distribution on the internal information copies, official file copy, and reading file copy.

b. Carbon copies are indicated by typing cc: flush with the left margin and two lines below the signature block, attachment notation, or separate cover notation followed by the name or routing symbols of the recipients. Example :

cc:
AWP-60
ASW-60
ML-60

c. Carbon copy notations may be listed across the page to avoid starting a new page. Example:

cc:AWP-60/ASW-60/AAL-60

d. The control number of controlled correspondence appears in parentheses to the right of the appropriate routing symbol on all internal carbon copies. Example :

cc:
AWP-60
ASW-60
ML-60 (Control 60-S-6)

FIGURE 2-9. CARBON COPY NOTATIONS (CONTINUED)

2

e. Note when attachments are not furnished to recipient of copy of the memorandum in the carbon copy notation as follows:

cc:
AWP-60 w/o attachments
ASW-60
ML-60


Gary L. Breeden

cc:
AWP-60
ASW-60

FIGURE 2-10. RESPONSE BLOCK



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: ACTION: Response Block

Date: (stamp or type date
here when **signed**)

From: Manager, Simulation Systems Branch, ACT-210

Per y to
Attn of **English: FTS 482-1905**

To: Manager, Systems Simulation and
Analysis Division, ACT-200

A response block is provided when approval or disapproval is required. The possible responses and a date line are typed in initial capital letters flush with the left margin, beginning four lines below the signature block and any attachment and/or carbon copy notations. The response block is triple spaced. The approving official **will** sign on the appropriate line.

If it is necessary to start another page solely for the **response** block, a notation clearly indicating the date and subject **of** the memorandum is typed at the top **of** the page as shown on the following page.

James D. Yargee

Approved : _____

Disapproved: _____

Date: _____

FIGURE 2-10. RESPONSE BLOCK (CONTINUED)

2

Date: (insert **date** of the memorandum requcrting approval here vhen **signed**)
Subject: Rcsponre Block

Approved : _____

Disapproved: _____

Date: _____

FIGURE Z-11 WRITER'S IDENTIFICATION LINE AND CONCURRENCES

Writer's Identification
Line and Concurrences

(stamp or type date
here when signed)

Manager, Air Traffic Division, ASW-500

Smith: FTS 734-4506

Manager, Air Traffic Division, AGL-500

This figure gives instructions for completing the writer's identification line and the concurrences block the first time a memorandum is typed.

a. The writer's identification line is shown on all internal carbon copies of the memorandum. Type the routing symbol of the preparing office, the writer's initials and surname, the typist's initials, the writer's telephone number or extension, and the date. Separate each item with a colon. Place this notation flush with the left margin two lines below the first line of typing. Example:

ASW-510:RCSmith:tah:FTS 734-4506:7/1/84

b. If word processing equipment is used, type WP: and the document name (or number) in parentheses at the end of the identification line. Example:

ASW-510:RCSmith:tah:FTS 734-4506:7/1/84 (WP:Document Name or Number)

c. Obtain necessary concurrences, use the ladder on the official file copy. The writer's routing symbol is placed in the first block and the coordinating offices' routing symbols in the succeeding blocks. Coordinating official will legibly write their initials, surname, and the date in the appropriate blocks. Refer to chapter 9 for coordination guidelines and procedures.

d. If a memorandum is rewritten or retyped, see figure Z-13.

John P. Jones

cc:
AWP-300
ALG-300
ASW-500

ASW-510:RCSmith:tah:FTS 734-4506:7/1/84

CONCURRENCES	
RTG. SYMBOL	ASW-510
INITIALS/SIG.	RC Smith
DATE	7/1/84
RTG. SYMBOL	ASW-500
INITIALS/SIG.	J.P. Jones
DATE	7/1/84
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	
RTG. SYMBOL	
INITIALS/SIG.	
DATE	

FIGURE 2-12. HOW TO ASSEMBLE A MEMORANDUM FOR SIGNATURE



U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION: How to Assemble a Memorandum
for Signature**

Date (stamp or **type** date
here when signed)

From: Director of Management **Systems**, AM-1

Ref. to
AM-1 Alexander:??% **426-7189**

To: Director, Aeronaut ical Center, MC-1

This figure shows the correct way to assemble correspondence in a logical, neat package for signature. Keep together all items belonging with the original of the memorandum, all items belonging with the official file copy, and all items belonging with the information copies. As illustrated on the next page, documents will be arranged in the following order:

a. Original memorandum and any attachments are not stapled until after signature. Attachments are clipped to the original in the sequence they are mentioned in the memorandum. If the memorandum is mailed through the U.S. Postal Service (USPS), an addressed, franked envelope or a franked window envelope of the appropriate size is next.

b. Official file documents are the next documents of the assembled package and are arranged in the following order with the official file copy on top and extended to the right so the concurrences block is visible:

(1) Any official file copies voided by revision or retyping follow all pages of the final official file copy. Voided official file copies should be differentiated from the final official file copy with a diagonal line drawn through them.

(2) Copies of attachments that accompany the original.

(3) Any incoming correspondence and background information.

c. Reading file copy, when used, is the next document of the assembled package. Write the routing symbol of the office which maintains the reading file in the upper right corner of the first page.

d. Information copies and any attachments are identified by writing the routing symbol in the upper right corner on the first page. Include an addressed, franked envelope of the appropriate size with each copy mailed through the USPS. Be sure to include copies of any attachments if appropriate.

Arthur J. Brown

FIGURE 2-12. HOW TO ASSEMBLE A MEMORANDUM FOR SIGNATURE (CONTINUED)

The diagram illustrates the assembly of a memorandum for signature, showing four overlapping components:

- Top Component (US Department of Transportation Federal Aviation Administration):**
 - Address: 400 EIGHTH AVENUE, SW., WASHINGTON, DC 20591
 - Logo: Federal Aviation Administration (FAA)
- Memorandum (Main Body):**
 - Header:** Memorandum
 - From:** Director of Management Systems, AMS-1
 - Reid:** FTS 426-7189
 - To:** Ms. Janice E. Penney, General Services Administration, 819 Taylor Street, Fort Worth, TX 76102
 - Text:** This figure shows the correct way to assemble an outgoing memorandum for signature.
 - Signature:** Arthur J. Brown
 - Original Memorandum List:**
 1. Original
 2. Attachments, if any, in sequence mentioned in memorandum
 3. Envelope, if required
- Official File Copy (Bottom Left):**
 - Official File Copy List:**
 1. Official file copy
 2. Attachments, if any
 3. Incoming correspondence, if any
 4. Background, if any, including previous correspondence
- Reading File Copy (Bottom Middle):**
 - Reading File Copy (if any)**
- Information Copy (Bottom Right):**
 - Information Copy (or Copies) List:**
 1. Information copy, if any
 2. Attachments, if necessary
 3. Envelope, if required

FIGURE 2-13. RETYPED OR REWRITTEN MEMORANDUMS

INFORMATION: Retyped or
Rewritten Memorandums

(stamp or type date
here when signed)

Director of Management Systems, AMS-1

Jones: FTS 426-8020

Director of Personnel • d Technical training, AH-1

This figure shows the official file copy when a memorandum is retyped or rewritten.

A. The original identification line and the last retyped/rewritten identification line are shown on the new carbon copy when a memorandum is retyped or rewritten. Draw a diagonal line through all voided official file copies and staple them behind the new one. Do not cut or fold the new official file copy. Destroy all other copies of the old memorandum. Each of the following examples could pertain to either retypes or rewrites.

AMS-410:AMJones:dak:FTS 426-8020:4/19/84
Retyped:AMS-400:msj:FTS 426-7092:4/20/84 (WP:Document Name or Number)

AMS-410:AMJones:dak:FTS 426-8020:4/19/84
Rewritten:AMS-400:DBDunn:msj:FTS 426-7092:4/20/84

AMS-410:AMJones:dak:FTS 426-8020:4/19/84
Rewritten per AMS-1:AMS-410:AMJones:dak:FTS 426-8020:4/20/84

b. Recoordination is not required when a memorandum is retyped for minor errors (such as spelling and typographical errors) or when it is rewritten and the change is directed by a level of authority over all organizational elements coordinating on the original memorandum; e.g., MD-1 changer on MS-1 memorandum which was coordinated with MU-1 and ALG-1. Type the routing symbol, coordinating officials' names, and dates of previous coordinations in the appropriate blocks of the ladder of the new official file copy and continue coordination as appropriate.

c. Recoordination is required by those coordinating on the original memorandum when a major change in content is made. The routing symbol of all who coordinated on the original file copy are listed on the ladder of the new official file copy.

John B. Smith

cc:
AMS-1

AMS-410:AMJones:dak:FTS 426-8020:4/19/84
Retyped:AMS-400:msj:FTS 426-7092:4/20/84

COORDINANCES
RTG SYMBOL
INITIALS
DATE
AMS-410
AMS-400
AMS-2
DATE
RTG SYMBOL
INITIALS
DATE
RTG SYMBOL
INITIALS
DATE
RTG SYMBOL
INITIALS
DATE

D.B. Cooper
4/20/84

R.B. Smith
4/20/84

FIGURE 3-1. WHEN TO WRITE A LETTER

U.S. Department
of Transportation
**Federal Aviation
Administration**

Southwest Region
Arling Road
New Mexico Oklahoma
Texas

P.O. Box 1689
4400 Blue Mound Road
Fort Worth Texas 76101

(stamp or type date here **when signed**)

Mr. Bob L. Moore
67 South **Tanglewood**
Fort Worth, TX 76169

Dear Mr. **Moore**:

Use the letter format:

a. When writing to organizations, **businesses**, or individual outside the Federal Government.

b. Where protocol dictates (**Members of Congress**, Cabinet **officers**, Governors, **mayors**, etc.):

c. When writing a **personal or private** letter to individual Federal Aviation **Administrat**ion employees on such mat **ters as** retirement, **commendat**ion, congratulations, or condolence.

Sincerely,

Betty B. Wright
Manager, Administrative Servicer Divirion

FIGURE 3-2. HOW TO PREPARE A LETTER

US Department
of Transportation
**Federal Aviation
Administration**

Mike Monroney
Aeronautical Center

PO Box 25082
Oklahoma City Oklahoma 73125

JUL 26 1984

SPECIAL DELIVERY--CERTIFIED

Ms. Opal J. Marshall
Chairperson, MacArthur Aviation
and Associates
1534 North Broadway
Oklahoma City, OK 73169

Dear Opal:

Preparation of a Letter

The following guidelines apply when preparing a letter:

a. Spacing may vary between the date and address or the date and special mailing instructions. However, when possible, space the address to accommodate the use of a window envelope.

b. The margins for a letter are:

(1) Left margin: In line with the left edge of the letterhead caption.

(2) Right margin: Approximately 1 1/8 inches to prevent typing into the ladder of the official file copy.

(3) Bottom margin: Approximately 1 1/2 inches.

NOTE: The margins on short letters may vary for good placement on the page.

c. The date is stamped or typed four lines below the letterhead caption and flush with the left margin by the office in which the letter is originated. If typed, print out the month and show the date and year in numerals. Do not use st, th, or rd with the numerals. Examples:

April 27, 1984

APR 27 1984

d. Special mailing instructions (such as SPECIAL DELIVERY, CERTIFIED, and REGISTERED), when required, are typed in all capital letters a minimum of two lines below the date flush with the left margin. Do not use window envelopes for registered mail.

FIGURE 3-2. Row To PREPARE A LETTER (CONTINUED)

2

e. The addressee begins at the left margin, a minimum of two lines below the date. If special mailing instructions are necessary, begin the addressee two lines below those instructions. Single space in block style. The address should not exceed five lines. When any line goes past the center of the page, continue it on a second line that is indented two spaces. Capitalized and unpunctuated two-letter state abbreviations may be used for inside address. Type the ZIP Code two spaces to the right of the state name or abbreviation.

f. The salutation is typed flush with the left margin two lines below the last line of the address followed by a colon.

g. Subject line, if used, is centered two lines below the salutation. Capitalize the first letters of all words except articles, prepositions, and conjunctions.

h. The body of the letter begins two lines below the salutation or subject line. All letters are single spaced with double spacing between paragraphs regardless of length or number of paragraphs. Begin each main paragraph flush with left margin. Do not number main paragraphs. The first subdivision of a paragraph is indented four spaces (begin typing on the fifth space). Each progressive subdivision is indented as shown in this figure. Succeeding lines begin flush with the left margin.

(1) A paragraph which is subdivided must have at least two subdivisions; e.g., for every (1), there must be a (2).

(a) Subparagraphs are lettered and numbered as follows: A., (1), (a). Subparagraphing beyond the third subdivision is discouraged.

(b) The reference numbers and letters are written without spaces or punctuation when a paragraph is referred to in a letter. Example:

paragraph 1h(1)(b)

(c) Subparagraphing may vary to meet special requirements.

(2) Do not begin a paragraph near the end of a page unless there is room for at least two lines on the page. Do not continue a paragraph on a succeeding page unless at least two lines can be carried over to that page.

(3) Type succeeding pages on plain bond paper. Beginning with the second page, type the page number in numerals seven lines from the top and flush with the right margin. Continue text of letter two lines below page number.

i. Begin the complimentary close flush with left margin two lines below the last paragraph.

FIGURE 3-2. HOW TO PREPARE A LETTER (CONTINUED)

3

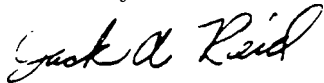
j. The signature block is typed five lines below the complimentary close flush with the left margin. It contains the name (on the fifth line) and the title (on the sixth line) in initial capital letters. Do not use routing symbols with titles. When any line of the signature block goes past the center of the page, continue on a second line that is indented 4-5 spaces.

(1) When an individual is detailed to a position as a result of a personnel action, use the term **Acting** before the title in the signature block. Example:

Jean M. Johnson
Acting Manager, Air Traffic Branch

(2) When an individual is acting in another position without a personnel action, the signature block will reflect the name and title of the incumbent, and the person Authorized will sign for the incumbent (see example below) unless the letter is a denial of a Freedom of Information Act request. In such instances, the **Acting** signature block is used.

Sincerely,



for Linda M. Black
Manager, National Airway Engineering
Field Support Sector

FIGURE 3-3. ENCLOSURE AND SEPARATE COVER NOTATIONS



U.S. Department
of Transportation
**Federal Aviation
Administration**

Northwest Mountain Region
 Colorado, Idaho, Montana
 Oregon, Utah, Washington
 Wyoming

1. The Pacific Islands, South
C 62466
Small: Wasington 98168

August 17, 1984

Mr. James L. Proctor
6887 Exchange Boulevard
Seattle, WA 98145

Dear Mr. Proctor:

The notation **Enclosure** is used for letters. Enclosure notations are typed two lines below the signature block and **flush with the left margin**. When more than one **enclosure is involved**, identify each enclosure by number in the upper **right corner**; e.g., Enclosure 1, Enclosure 2. When there is **more than one lengthy enclosure**, use tabs to identify **each enclosure by number**.

- a. Note enclosure(s) identified in the body of the letter as follows:

Enclorure **OR** 2 Enclosures

- b. Note enclosure(s) not identified in the body of the letter • a followr:

Enclosure **OR** 2 Enclosures
Form Letters Handbook
Plain Letters Handbook

- C. Note multiple copies of the enclosure(s) identified in the body of the letter in parenthetical as follows:**

Enclorure (2) **OR** 2 Enclorurer (2)

- d. Note multiple copier of the enclosure(s) not identified in the body of the letter in parentherer after identification of the enclosure as follows:

Enclosure **OR** 2 Enclosures
Form Letters Handbook (2) **Form Letters Handbook (2)**
 Plain Letters Handbook

FIGURE 3-3. ENCLOSURE AND SEPARATE COVER NOTATIONS(CONTINUED)

2

All enclosures are identified below the enclosure notation if all of the enclosures are not identified in the body of the letter. Example :

2 Enclosures
 Form Letters Handbook
 Plain Letters Handbook

When documents referred to in the body of a letter are sent separately from the letter, type **Separate Cover** two lines below the enclosure notation (or two lines below the signature block if there is no enclosure) and flush with the left margin. **On the next line**, type **titles or descriptions** of the documents which are being sent. The documents are identified here whether or not they were identified in the text as follows:

Separate Cover
 Airman Information Manual
 Air Traffic Handbook

a. When sending more than one copy of the document under separate cover, indicate the number of copies in parentheses following the identification of the document as follows:

Separate Cover
 Airman Information Manual (2)

b. When the material is mailed, include a copy of the letter. If being sent other than first class, type **Letter Enclosed on** the face of the envelope or package to conform with U.S. Postal Service regulations.

Sincerely,



Floyd E. Borrego
 Manager, Human Resource Management Division

2 Enclosures
 Form Letters Handbook
 Plain Letters Handbook (2)

Separate Cover
 Airman Information Manual (2)
 Air Traffic Handbook

**FIGURE 3-4. CARBON COPY NOTATIONS,
WRITER'S IDENTIFICATION LINE, AND CONCURRENCES**

(stamp or type date here when signed)

Urn. Jane J. Perry
1789 Brookville Avenue
Riverside, CA 92509

Dear Mrs. Perry:

This figure gives instructions for completing the carbon copy notations, writer's identification line, and concurrences block the first time a letter is typed.

a. Carbon copy distribution notations are shown on the original of the letter only if the distribution bar is needed to show who received a copy of the letter. Always show the carbon copy distribution on the internal information copies, official file copy, and reading file copy.

b. Carbon copies are indicated by typing CC: flush with the left margin on two lines below the signature block, enclosure notation, or separate cover notation followed by the names or routing symbols of the recipients.
Example:

CC:
AAA-1
ML-1
AWP-1

c. Carbon copy notations may be listed across the page to avoid starting a new page. Example:

cc:AAA-1/ML-1/AWP-1

d. The control number of controlled correspondence appears in parentheses to the right of the appropriate routing symbol on all internal carbon copies.
Example:

CC:
AAA-1
ML-1
AWP-1 (Control 1-6-f)

CONCURRENCES	
RTG SYMBOL	AWP-22
INITIALS SIG	<i>[Signature]</i>
DATE	6/9/84
RTG SYMBOL	AWP-20
INITIALS SIG	<i>[Signature]</i>
DATE	6/9/84
RTG SYMBOL	AWP-10
INITIALS SIG	<i>[Signature]</i>
DATE	6/9/84
RTG SYMBOL	
INITIALS SIG	
DATE	
RTG SYMBOL	
INITIALS SIG	
DATE	
RTG SYMBOL	
INITIALS SIG	
DATE	

FIGURE 3-4. CARBON COPY NOTATIONS. WRITER'S
IDENTIFICATION LINE, AND CONCURRENCES (CONTINUED)

2

• Note when enclosures are not furnished to recipient of copies of the letter in the carbon copy notation as follows:

cc:
AAA-1 w/o enclosures
ML- 1
AWP- 1

f. The writer's identification line is shown on all internal carbon copies of the letter. Type the routing symbol of the preparing office, the writer's initials and surname, the typist's initials, the writer's telephone number or extension and the date. Separate each item with a colon. Place this notation flush with the left margin two lines below the last line of typing. Example :

AWP-70:RRRoads:olk:FTS 966-5678:7/1/84

g. If word processing equipment is used, type VP: and the document name (or number,) in parentheses at the end of the identification line. Example :

AWP-22:BBBlack:lmm:FTS 966-4333:5/8/85 (WP:Document Name or Number)

h. To obtain necessary concurrences, use the ladder on the official file copy. The writer's routing symbol is placed in the first block and the coordinating offices' routing symbol in the succeeding blocks. Coordinating officials will legibly write their initials, surname, and the date in the appropriate blocks. Refer to chapter 9 for coordination guidelines and procedures.

i. If letter is rewritten or retyped, see figure 3-6.

Sincerely,

Jim L. Kelly
Director, Western-Pacific Region

cc:
AAA-1
ML- 1
AWP-1 (Control 1-6-51)

AWP-22:BBBlack:lmm:FTS 966-4333:6/8/84 (WP:Document Name or Number:)

FIGURE 3-5. HOW TO ASSEMBLE A LETTER FOR SIGNATURE

U.S. Department
of Transportation
Federal Aviation
Administration

Southern Region

P.O. Box 20636
Atlanta, Georgia 30320

August 16, 1984

Mr. Lee J. Brooks
211 Main Street
Atlanta, GA 30367

Dear Lee:

This figure shows the correct way to assemble correspondence in a logical, neat package for signature. Keep together all items belonging with the original of the letter, all items belonging with the official file copy, and all items belonging with the information copies. As illustrated on the next page, documents will be arranged in the following order:

a. Original letter and any enclosures are not stapled. Enclosures are clipped to the original in the sequence they are mentioned in the letter. Any courtesy copies should be next, followed by an addressed, franked envelope or window envelope of the appropriate size.

b. Official file documents are the next documents of the assembled package and are arranged in the following order with the official file copy on top and extended to the right so the concurrences block is visible:

(1) Any official file copies voided by revision or retyping follow all pages of the final official file copy. Voided official file copies should be differentiated from the final official file copy with a diagonal line drawn through them.

(2) Copies of enclosures that accompany the original.

(3) Any incoming correspondence and background information.

c. Reading file copy, when used, is the next document of the assembled package. Write the routing symbol of the office which maintains the reading file in the upper right corner of the first page.




d. Information copies and any enclosures are identified by writing the routing symbol in the upper right corner on the first page. Include an addressed, franked envelope of the appropriate size with each copy that goes outside the Department of Transportation. Be sure to include copies of any enclosures if appropriate.

Sincerely,

Anita K. Harris

Anita K. Harris
Manager, Airway Facilities Division

FIGURE 3-5. HOW TO ASSEMBLE A LETTER FOR SIGNATURE(CONTINUED)

US Department of Transportation Federal Aviation Administration 1215, 10th St. SW Washington, D.C. 20515 AAC-2 Tel: 202-267-1000 Fax: 202-267-1000		 	
 US Department of Transportation Federal Aviation Administration		Mr. Brooke M. Johnson 5683 South Kingsgate Oklahoma City, OK 73189 Dear Mr. Johnson: This letter shows the correct way to assemble an outgoing letter for signature. Sincerely, Brian L. Jordan Director, Aeronautical Center	
<u>ORIGINAL LETTER</u>		1. Original 2. Enclosures, if any, in sequence listed in letter (clipped to original) 3. Courtesy copy, if any 4. Envelope	
<u>OFFICIAL FILE COPY</u> <small>FAA Form 1225-10 (8-81)</small>		1. Official file copy 2. Enclosures, if any 3. Incoming correspondence, if any 4. Background, if any, including previous correspondence <small>OFFICIAL FILE COPY</small>	
<u>READING FILE COPY (IF ANY)</u>		1. Information copy, if any 2. Enclosures, if necessary 3. Envelope, if required <u>INFORMATION COPY (OR COPIES)</u>	

DATE	6/30/84
TO	Mr. Johnson
FROM	Mr. Jordan
SUBJECT	AAC-2
DATE	6/30/84
TO	Mr. Johnson
FROM	Mr. Jordan
SUBJECT	AAC-2
DATE	6/30/84
TO	Mr. Johnson
FROM	Mr. Jordan
SUBJECT	AAC-2

FIGURE 3-6. RETYPED OR REWRITTEN LETTERS

(stamp or type date here vben signed)

Ms . Jane M. Pace
6713 Sand Lake Road
Anchorage, AL 99304

Deer No. Page:

This figure shows the official file copy when a letter is retyped or rewritten.

a. The original identification line and the last retyped/rewritten identification line • re shown on the new carbon copier vbeo • letter is retyped or rewritten. Draw • diagonal line through • 11 voided official file copies and • staple them behind the new one. Do **not cut** or **fold** the new official file copy. Destroy • 11 other copies of the old letter. Each of the following • exemplar could pertain to either retypor or rewriter.

Retyped: AAL-500:maj:FTS 632-7092:4/20/84 (WP: Document Name or Number)

AAL-530:AMJones:dak:FTS 632-8020:4/19/84
 Rewritten:AAL-500:DMDunn:msj:FTS 632-7092:4/20/84

Rwritteo per AAL-1:AAL-530:AMJones:dak:FTS 632-8020:4/20/84

b. acoordituuio is not required vbeo • letter is retyped for minor errors (such as spelling end typogrephicrl errors) or when it is rwritten • pd the cbroge is directed by • level of • uthority over • ll organisational elements coordinating on the original letter; e.g., AAD-1 changes an AMS-1 letter which wee coordinated rith ABU-1 • od ALG-1. Type the routing • ymbele. coordinating officiele' names, end deter of previouir coordinations in the • pppropriate blocks of the ledder of the new official file copy • od continue coordinetioo as • pppropriate.

c. Recoordination is required by those coordinating on the original letter when a major change in content is made. The routing symbol □X • II who coordinated on the original official file may □□□ • re-list on the ladder of the new official file copy.

Sincerely,

John B. Smith
Manager, Air Traffic Division

cc:AEA-500/AGL-500/AAL-500

AAL-510:AMJones:dak:FTS 632-8020:4/19/84
Retyped:AAL-500:msj:FTS 632-7092:4/20/84

CONCURRENCES
RTG SYMBOL
AAL-510
INITIALS/SIG
AMJones
DATE
4/19/84
RTG SYMBOL
AAL-500
INITIALS/SIG
2nd DATE
4/19/84
RTG SYMBOL
L - 2
INITIALS/SIG
KRMint
DATE
4/20/84
RTG SYMBOL
INITIALS/SIG
DATE
RTG SYMBOL
INITIALS/SIG
DATE
RTG SYMBOL
INITIALS/SIG
DATE
RTG SYMBOL
INITIALS/SIG
DATE

FIGURE 3-7. IDENTICAL LETTERS

(stamp or type date here when signed)

Mr. Paul R. James
16 Main Street
Houston, TX 76649

Dear Paul:

When an identical letter is written to two or more persons, prepare • original for • ech • ddrerree and only one set of file copier. Type a list of the • ddrerree on all internal copies or, if the list is too long, attach it to the f ilc copier.

Sincerely,

Don B. Wilson
Manager, Financial Services Divirioo

Z - 3 0

ACT-32:JRHarris:ppw:FTS 482-4607:8/9/84

IDENTICAL LETTERS TO:

Hr. John L. Smith
1324 South MacArthur
Oklahoma City, OK 73119

Ms. Jane M. Wilson
8544 North Alexander
Dallas, TX 76789

CONCURRENCES
RTG SYMBOL
ACT-32
INITIALS/SIG <i>JRH</i>
DATE 8/7/84
RTG SYMBOL
ACT-60
INITIALS/SIG <i>JH</i>
DATE 8/10/84
RTG SYMBOL
INITIALS/SIG
DATE
RTG SYMBOL
INITIALS/SIG
DATE
RTG SYMBOL
INITIALS/SIG
DATE
RTG SYMBOL
INITIALS/SIG
DATE
RTG SYMBOL
INITIALS/SIG
DATE

FIGURE 4-1. GENERAL INSTRUCTIONS FOR CONGRESSIONAL CORRESPONDENCE

U.S. Department
of Transportation
**Federal Aviation
Administration**

Mike Monroney
Aeronautics Center

• P. O. Box 100
Oklahoma City, Oklahoma

(stamp or type date here when signed)

The Honorable David L. Boren
United States Senate
Washington, D C 20510

(see Appendix 1, Forms
of Address, for Members
of Congress)

Dear Senator Boren:

The following guidelines apply when preparing congressional correspondence.

a. The deadline for preparing a response to a congressional letter is 5 working days from date of receipt at an office/facility unless a different due date is specified. An interim response is required if an appropriate answer cannot be obtained in that period of time. It must state approximately when a full answer will be made and the reason for the delay. An interim response is required within the 5-day deadline.

b. When a Member of Congress writes as a chairperson or member of a committee, address the reply to him/her as chairperson or member of the committee rather than as an individual Member of Congress.

c. When a letter is received from a staff member of a Member of Congress, address the reply to the Member of Congress or to the chairperson/member of the committee rather than to the staff member. Reference the staff member's name in the opening paragraph.

d. When a staff member writes on behalf of a deceased Member of Congress, address the reply to the Administrative Assistant to the late (full name of deceased Member of Congress).

e. When a constituent's letter results in an inquiry from more than one Member of Congress, send an original and letterhead tissue (courtesy) copy to each Member. Indicate in each letter the name(s) of the other Member(s) who have received or will be receiving an identical response, when possible.

f. When a letter is signed by more than one Member of Congress, send an identical original and letterhead courtesy copy to each Member. Indicate that each Member received an identical response.

g. Do not use an attention line in congressional correspondence. However, use an attention line on the envelope if the Member of Congress asks that the reply be sent to the attention of a particular staff member.

**FIGURE 4-1. GENERAL INSTRUCTIONS FOR CONGRESSIONAL
CORRESPONDENCE (CONTINUED)**

2

h. The constituent's letter, which is returned to the Member of Congress, is counted **as an enclosure**. Type **Transmitted Correspondence** on the original and **all** copies of the letter.

~~1. Correspondence which will be signed by the Administrator~~ must not **have** the right margin justified.

Sincerely,

Ruth A. Marshall
Director, Aeronautical Center

Enclosure
Transmitted Correspondence

FIGURE 4-2. COPY REQUIREMENTS

U.S. Department
of Transportation
**Federal Aviation
Administration**

Southern Region

P. O. Box 20636
Atlanta, Georgia 30320

The Honorable Albert J. Jackson
United States Senator
111 South Love
Atlanta, GA 30301

(see Appendix 1, Forms
of Address, for Members
of Congress)

Dear Senator Jackson:

Prepare the following copies when replying to congressional correspondence:

a. Member of Congress. Letter original and letterhead tissue with any enclosures and the transmitted correspondence. If the Member requests the reply be addressed to his/her district office or directly to the constituent, send one letterhead tissue, a copy of any enclosures, and a copy of the transmitted correspondence to the Member's Washington office.

b. Administrative Staff (AOA-3). Two readable, reproducible copies if the reply is signed by the Administrator or the Deputy Administrator **OR** one readable, reproducible copy if the reply is signed at other levels. (AOA-3 will accept machine-reproduced copies.) Attach a copy of any enclosures to one copy marked for AOA-3. If the correspondence was received by the region or center directly from the Member of Congress, attach a copy of the incoming correspondence to the AOA-3 copy.

c. Executive Secretariat (S-10). One reproduced "xeroxed" copy of the signed original with a copy of any enclosures marked for S-10 if the correspondence is also controlled by S-10 and signed at any level other than the Secretary (S-1) or the Deputy Secretary (S-2). If the reply is signed by S-1 or S-2, provide one readable copy for S-10. All S-10 copies must be sent to AOA-3.

d. Official File. The official file copy with a copy of my enclosures and the incoming correspondence. If the reply is signed by S-1 or S-2, prepare an additional official file copy with no coordination in the ladder.

e. Reading File. One readable copy marked for the reading file of the signer if the reply is signed at a level other than the Administrator or the Deputy Administrator.

FIGURE 4-2. COPY REQUIREMENTS (CONTINUED)

2

f. Other Information Copies. As determined necessary by the action office, one rtadrblt copy for any office, service, region, or center with a copy of any enclosures and the incoming correspondence.

Sincerely,

Hark A. Cartwright
Director, Southern Region

Enc lorurt
Transmitted Correspondence

cc:
Washington Office

FIGURE 4-3. CARBON COPY NOTATIONS

August 25, 1984

The Honorable John Jones
Member, United States House of
Representatives
301 Rochester Avenue
Dallas, TX 76101

(see Appendix 1, Forms
of Address, for Members
Of Congress)

Dear Mr. Jones:

The following guidelines apply to carbon copy notations on congressional correspondence:

a. On the original of the letter and the letterhead tissue, 6 carbon copy notation is permissible when the reply is sent to the district office of the Member of Congress. Example:

cc:
Washington Office

b. On all carbon copies of this letter • XCtDt the letterhead tissue, show the other carbon copy notations.

(1) Copier controlled by the Executive Secretariat (S-10) and/or the Administrative Staff (AOA-3) are shown as follows:

cc:
AOA-3 (Control A840815022)
S-10 (Control 8108130056)

(2) Copies received by the region or center directly from the Member of Congress are shown as follows:

cc:
AOA-3

RTG SYMBOL
ASW-500
INITIALS/SIG
C. S. / [Signature]
DATE
3/23/84
RTG SYMBOL
ASW-2
INITIALS/SIG
K. C. / [Signature]
DATE
3/24/84
RTG SYMBOL
INITIALS/SIG
DATE
RTG SYMBOL
INITIALS/SIG
DATE
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DATE
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DATE
RTG SYMBOL
INITIALS/SIG
DATE
RTG SYMBOL
INITIALS/SIG
DATE

FIGURE 4-3. CARBON COPY NOTATIONS (CONTINUED)

2

(3) Additional copies for another office, **service**, region, or center are noted below the **last** notation as shown below:

cc:
Washington Office
AOA-3 (Control A840815022)
S-10 (Control 8108130056)
ANM-1

Sincerely ,

Original signed by
Raymond J. Naranjo

Raymond J. Naranjo
Director, Southwest Region

Enclosure
Transmitted Correspondence

cc:
Washington Office
AOA-3 (Control A840815022)
S-10 (Control 8408130056)
ANM-1
ASU- 1

ASW-500:CEJones:saa:FTS 379-4056:8/23/84 (WP:Document Name or Number)

FIGURE 5-1. ADMINISTRATOR CORRESPONDENCE--LETTERS

US Department
of Transportation
**Federal Aviation
Administration**

Office of the Administrator

800 Independence Ave. S.W.
Washington, D.C. 20591

(stamp or type date here when signed)

Mr. Kevin Bond
234 East Hightower Street
Oklahoma City, OK 73132

Dear Mr. Bond:

Letters for the signature of the Administrator or the Deputy Administrator or letters of special interest to them that are signed by others are controlled by and routed through the Administrative Staff (AOA-3).

A. **If information from a region or center is needed to respond to correspondence designated for the Administrator's signature, the Federal Aviation Administration headquarters office of primary interest shall obtain the required information and prepare the final response. All interim replies to such correspondence are prepared by the FM headquarters office of primary interest and are signed by the appropriate Associate Administrator or office/service head.**

b. **If a letter is signed outside the Office of the Administrator, but controlled by AOA-3, forward one readable copy of the response to AOA-3. The AOA-3 control number is shown on this copy.**

c. **The following are suggested opening statements for correspondence referred by AOA-3 for signature of another official.**

(1) Thank you for your letter of (date) to the (Administrator) (Deputy Administrator). (He/she) has asked (us) (me) to reply to you regarding (subject). (NOTE: If it's a late response, eliminate the date.)

(2) The Administrator has asked me to thank you for your expression of interest in (subject).

d. **If a letter is signed by the head of an office and deemed of sufficient interest to the Administrator or the Deputy Administrator, forward two readable copies to AOA-3.**

Use the following guidelines when preparing a letter for the signature of the Administrator or the Deputy Administrator.

e. **Prepare the letter on Office of the Administrator letterhead. Forward an official file copy and two readable copies with the letter. All copies must be identical to the original. Approval letters are signature mail and the same number of copies are required.**

FIGURE 5-1. ADMINISTRATOR'S CORRESPONDENCE--LETTERS (CONTINUED)

2

b. Do not use an attention line.

c. Do not use the personal pronoun "I" unless requested by the Administrator's office; this permits an official other than the Administrator to sign the letter without rewriting. The use of the pronoun "we" is permitted.

d. The signature block is typed five lines below the complimentary close. Enclosure notations are typed two lines below the title.

e. Do not show copy distribution on originals.

f. Do not staple original or courtesy copy.

g. Do not justify the right margin.

h. Attach a readable copy of the incoming letter, background information, and any enclosure to one of the copies if the correspondence is not controlled by AOA-3.

i. Attach all voided official file copy. Return the letter originally intended for signature including any notes from the Office of the Administrator or Deputy Administrator.

j. Limit concurrences to one for each office, service, region, or center involved, including the preparing element. The initials and surname are required. Other levels may initial in the space below or to the left of the ladder of the official file copy.

k. The originating office shall retain all information copies to be distributed outside the office except those for AOA-3 and higher officer. Upon receipt of the dated and stamped official file copy, the originating office indicates date signed, signing official, and router information copies.

l. Detach mail control slips, route slips, and any other material not pertinent to the correspondence.

m. If a briefing memorandum is necessary, limit it to one page where practical. Do not repeat the content of the related letter in the briefing memorandum. Give significant background information; reasons for the action proposed; pertinent policies, laws, or precedents; concurrences or views of other officials; and possible alternatives. Briefing memoranda are signed by Associate Administrators, heads of offices and services, or their deputies or designated alternates.

Sincerely,

Donald D. Engen
Administrator

FIGURE 5-2. ADMINISTRATOR'S CORRESPONDENCE--MEMORANDUMS

U.S. Department
of Transportation
**Federal Aviation
Administration**

Memorandum

Subject: **ACTION** Administrator's Correspondence--
Memorandums

Date: (stamp or type
date here when
signed)

From: Administrator

Per, in
attn. of

To: Associate Administrator for Administration

Memorandums for the signature of the Administrator or the Deputy Administrator are prepared according to the guidelines in figure 5-1.

- a. Type the title only in the **From:** line.
- b. Leave the **Reply** to Attn. of: block blank except when writing to the Secretary. In this case, type the drafter's name and telephone number in the block.
- c. Use the title only in the To: line. Do not use a routing symbol with the title.

Donald D. Engen

CHAPTER 7. WHITE HOUSE CORRESPONDENCE

70. DEFINITIONS.

a. White House correspondence is all correspondence sent to or prepared for the signature of the President or White House staff members and all correspondence referred from or controlled by the White House for direct reply or appropriate handling. The time limit for reply is 9 working days from date of receipt in the action office unless a different due date is specified.

b. White House bulk mail is correspondence referred by the White House that is not controlled by the Administrative Staff (AOA-3). The time limit for reply is 15 days from date of receipt in the action office.

71. TIME LIMITS. If the due date for a reply to controlled White House mail cannot be met, the action office prepares an interim response which includes the best possible estimate as to when a complete reply can be expected. If the Secretary or Deputy Secretary will sign the final response, the interim response may be signed by the action office unless otherwise specified. If the final response is signed within a Federal Aviation Administration (FAA) element, the acknowledgment is signed within the same organization. The action office may sign the interim response, as appropriate.

72. COPY REQUIREMENTS. Copy requirements for White House correspondence are as follows:

a. The standard copies prescribed for all correspondence as explained in figure 3-5.

b. One readable courtesy copy. **Additional** copies are prepared if requested or if it is certain they are needed.

c. One readable **copy** of the proposed reply for the Executive Secretariat (s-10).

d. One readable copy of the proposed reply **for AOA-3 OR two readable copies** if the reply is signed by the Administrator or the Secretary.

73 .-79. RESERVED.

**FIGURE 7-1. TRANSMITTAL MEMORANDUM FOR
WHITE HOUSE (PRESIDENT'S) CORRESPONDENCE**



U.S. Department of
Transportation
Office of the Secretary
of Transportation

Assistant Secretary
for Administration

400 Seventh Street S.W.
Washington, D.C. 20540

(stamp or type date here when signed)

MEMORANDUM TO: (staff member's name)
Director, Agency Liaison
Presidential Correspondence
The White House

SUBJECT: (state your subject)

This transmits the proposed reply. Summarize the background of the letter, the action taken, and the reasons for the reply. Reference any pertinent precedents, laws, and policies. Do not restate the contents of the enclosed draft.

This format is called a formal memorandum and normally used only when writing to the White House. The words "enclosed" and "enclosure" are used in formal memorandums.

Ruth Drinkard Knouse
Director, Executive Secretariat

Enclosure

FIGURE 7-2. PROPOSED REPLY FOR WHITE HOUSE (PRESIDENT'S) CORRESPONDENCE

P R O P O S E D R E P L Y

Dear Mr. Bond:

Correspondence to be signed at the White House (President's) level is prepared

- outlined below:

a. Type the letter in double-spaced draft form on plain white bond. Type the word **PROPOSED REPLY** in all capital letters in the upper right corner, leaving one space between each letter. This proposed reply is sent by transmittal correspondence (see figure 7-1).

b. Return the White House correspondence after reproducing a copy for the action office's official file. Make a notation **Original of incoming correspondence returned to White House** on the official file copy.

c. Show the name and address of the recipient two lines below the signature block, flush with the left margin, • approximately nine lines below the complimentary close.

Sincerely,

(do not type a signature block
or title unless specified in the
instructions received)

Mr. J.R. Bond (addressee)
2020 Delta Lane
Atlanta, GA 30320

**FIGURE 7-3. TRANSMITTAL MEMORANDUM FOR WHITE HOUSE
(VICE PRESIDENT'S) CORRESPONDENCE**



U.S. Department of
Transportation
Office of the Secretary
of Transportation

Assistant Secretary
for Administration

400 Seventh Street, S.W.
Washington, D.C. 20590

(stamp or type date here when signed)

MEMORANDUM TO: (staff member's name)
Office of the Vice President

SUBJECT: (state your subject)

This is the transmittal letter ruled by the Executive Secretariat (S-10) to the President and the Administrator's reply to the Office of the Vice President. Summarize background of the letter, the action taken, and the reasons for the reply. Reference any pertinent precedents, laws, and policies. Do not restate the contents of the enclosed letter to the Vice President.

This format is called a formal memorandum and normally used only when writing to the White House. the words "enclosed" and "enclosure" are used in a formal memorandum.

★

Ruth Drinkard Knouse
Director, Executive Secretariat

★

enclosure

**FIGURE 7-4. MEMORANDUM TO BE USED AS AN ENCLOSURE
TO THE VICE PRESIDENT'S REPLY TO CONSTITUENT**



U.S. Department
of Transportation
Federal Aviation
Administration

Office of the Administrator

800 Independence Ave. S.W.
Washington, D.C. 20591

(stamp or type date here when signed)

MEMORANDUM TO: The Vice President

SUBJECT : (state your subject)

This is J letter that the Vice President's office uses ♦□ • ncloJe with J Jhort letter from the staff member back to the constituent. Thir reply is always in final form (not draft) and is always written to the Vice President Jnd not to the constituent. This reply is signed by the Administrator and transmitted through the Executive Secretariat (S-10). Do not justify the right margin.

Donald D. Engen
Administrator

FIGURE 7-5. WHITE HOUSE REFERRALS FOR DIRECT **REPLY**

U.S. Department
of Transportation
**Federal Aviation
Administration**

800 Independence Ave. S.W.
Washington, D.C. 20591

(stamp or type date here when signed)

Mr. J.R. Bond
2020 Delta Lane
Atlanta, G A 30320

Dear Mr. Bond:

White House referrals for direct reply are prepared according to the following guidelines.

a. When replying to Presidential mail, do not use phrasing containing the word referred, indirect or impersonal phrasing, or phrasing which mentions the White House as though it were a person. Use the following phrases:

- (1) President (surname) has asked me to thank you for
- (2) Thank you for your letter of January 1, 1984, to President (surname)
- (3) On behalf of President (surname), thank you for

b. When it is inappropriate to express appreciation, use:

- (1) President (surname) has asked me to reply to
- (2) Your letter of January 1, 1984, to President (surname) was received

c. Furnish the White House a copy of the reply when requested to do so or if, in the opinion of the action office, the reply is of unexpected interest or significance. In such cases, attach a readable copy of the incoming letter to the White House copy of the outgoing letter. Prepare this copy of the reply on letterhead tissue.

Sincerely,

Glenn R. Wright
Associate Administrator for Air Traffic

CHAPTER 8. TELECOMMUNICATIONS

80. USE. Telegrams and other **forms** of message transmittals are used for **correspondence** when both speed and a written record are essential. Use telecommunications only when **necessary**.

81. MESSAGE STYLE. Use the following standards of style when preparing messages.

a. Omit the articles a, an, and the unless they are needed for clarity or unless they are part of a quoted passage.

b. Type numerals as Arabic numerals. Use numerals and the slash mark when writing fractions rather than the typewriter fraction. Write compound numbers with a hyphen. Examples:

2 1/2

1984-85

c. Keep punctuation to a minimum and use only as needed for clarity. Do not use words such as Stop, **Comma**, Quote, or Period. When open punctuation is specified, do not use any punctuation.

d. Avoid use of unnecessary words such as **Mr.** or Please.

e. Use standard agency abbreviations. Use other abbreviations only when it is certain they will not cause confusion.

f. Do not underscore for emphasis (underscoring is not transmitted).

g. Do not use the following symbols since they are not on the keyboard of a teletype machine and must be spelled out: +, %, *, @, or °.

h. Use" all capital letters.

82. PREPARATION OF STANDARD FORM 14 (SF-14). Fill in all applicable spaces on the first page of a message. Start typing succeeding pages two lines below the TO: caption; the top portion need not be repeated. Prepare the same copies as prescribed for a memorandum or letter. Attach material to be **facsimiled** (an exact copy of the original document transmitted by wire service) to the SF-14. This material should be an unstapled, readable copy in good condition. Tissue copies are not accepted.

a. Name of Agency. Type **FEDERAL AVIATION ADMINISTRATION** (FAA for within agency), name of office or organizational unit, mailing address, city, State, and ZIP Code.

b. Precedence.

(1) Type **ROUTINE** for messages that need not reach the addressee by **close** of the current workday.

(2) Type **PRIORITY** for messages that must reach the addressee before the close of the current workday. (See figure 8-6 for time zone map.) Normally, a priority message reaches its destination within 4 to 6 hours. However, if delivery time is critical, type a note at the bottom center of the page. Example:

ADDRESSEE MUST HAVE FOR ACTION BY 4:30 PM EST

c. Security Classification. If the message is not **classified**, type **UNCLAS** in the security classification block. If message is **classified**, see 'Order 1600.2B, National Security Information.

d. Accounting Classification. Leave blank unless a **COLLECT** or **CHARGE** TO message.

e. Date Prepared. Type the month, day, and year using numbers only; e.g., 5/14/84.

f. Type of Message. Check **SINGLE**, **BOOK**, or **MULTIPLE ADDRESS** as appropriate.

(1) Single. Check **SINGLE** when sending a message to one addressee only.

(2) Book. Check **BOOK** when sending identical messages to two or more addressees and each need not be informed of the other recipients. When the addressee must not be informed of other recipients, insert the phrase (PROTECT TO EACH ADDRESSEE AS A **SINGLE** ADDRESSEE) in parentheses immediately above the list of addressees.

(3) Multiple Address. Check **MULTIPLE ADDRESS** when each addressee must be informed of the other addressees. Type the names, addresses, and the message on the SF-14.

g. Name and Telephone Number. Type the name and routing symbol of the writer of the message. Type the complete telephone number, FTS or commercial.

h. Message to be Transmitted. Do not type beyond the dotted guideline.

(1) Address.

(a) For action addressees, begin the list two spaces to the right of the **TO:** caption. Type in capital letters, block style, single spaced, with open punctuation. Double space between multiple addresses. If the printed **TO:** caption is followed by instructions (see figure 8-1), begin the list of addressees two lines below the **TO:** caption.

(b) For information recipients, type, **INFO:** two lines below the end of the action addressees and begin the list of information addressees two spaces to the right using the same format as for action addresses.

(c) Always include the ZIP Code for addresses **outside** the Federal Government.

(d) Include the telephone number of the facsimile machine to which the message will be sent for facsimile messages sent outside the FAA. Include a confirmation telephone number when confirmation of receipt is desired. These telephone numbers are typed to the right of the address (see figure 8-5).

(2) Body. Begin the body of the message flush with the left margin two lines below the last line of the address. Use all capital letters. Block paragraphs, double space text, and triple space between paragraphs.

i. Signature. Type the full name and routing symbol of the signing official in capital letters five lines below the last line of the body of the message flush with the left margin. If the message is going outside the Federal Aviation Administration, type the signer's title and routing symbol in capital letters on the second line and FEDERAL AVIATION **ADMINISTRATION** on the third line.

j. COPY Distribution. On the carbon copies only, type cc: flush with the left margin two lines below the last line of the signature element. Begin the list of recipients on the next line flush with the left margin and include information addressees to receive copies by mail rather than by wire. Send information copies through the mail when speed is not essential.

k. Identification Line. Show this line on carbon copies as illustrated in chapters 2 and 3.

l. Page Number and Number of Pages. Show the individual page number and total number of pages in the appropriate blocks on the SF-14.

m. Message Delivery. Hand-carry message to the telecommunications center.

83. REFERENCE. See Order 1770.6, Communications Control Center Handbook, and subsequent revisions for instructions on preparation of General Notice (GENOT) and Regional Office Notice (RENOT). See Order 7930.2A, Notice to Airmen (NOTAMS), and subsequent revisions for instructions on preparation of NOTAMS.

84 -89. RESERVED.

FIGURE 8-1. SAMPLE SF-14 TO OTHER FAA OFFICES

TELEGRAPHIC MESSAGE						
NAME OF AGENCY FAA CENTRAL REGION 601 EAST 12TH STREET KANSAS CITY, MO 64106	PRIORITY ACTION PRIORITY INFO ROUTINE	SECURITY CLASSIFICATION UNCLAS				
ACCOUNTING CLASSIFICATION	DATE PREPARED 8/15/84	FILE				
FOR INFORMATION CALL						
NAME JIM C. JAMES, ACE-64C	PHONE NUMBER 749-4459	TYPE OF MESSAGE <input type="checkbox"/> SINGLE <input checked="" type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS				
THIS SPACE FOR USE OF COMMUNICATION UNIT						
MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)						
<p>to: (PROTECT TO EACH ADDRESSEE AS A SINGLE ADDRESS)</p> <p>FAA EASTERN REGION (AEA-60) NEW YORK NY</p> <p>FAA GREAT LAKES REGION (AGL-60) DES PLAINES IL</p> <p>INFO : FAA HQ WASH DC (AMS-400)</p> <p>THIS FIGURE ILLUSTRATES THE PROPER WAY TO PREPARE A MESSAGE TO OTHER FAA OFFICES. THE TEXT OF THE MESSAGE BEGINS 2 LINES BELOW THE LAST ADDRESS LINE.</p> <p>TRIPLE SPACE BETWEEN PARAGRAPHS OF THE TEXT.</p> <p>JOHN Q. DOE, ACE-60</p>						
<table border="1"> <tr> <td>PAGE NO.</td> <td>NO. OF PGS.</td> </tr> <tr> <td>1</td> <td>1</td> </tr> </table>		PAGE NO.	NO. OF PGS.	1	1	SECURITY CLASSIFICATION UNCLAS
PAGE NO.	NO. OF PGS.					
1	1					

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-36.306

Previous editions obsolete. FORM 754B-80-63a-3705

15-100

FIGURE 8-2. SAMPLE CHARGE TCSF-14

TELEGRAPHIC MESSAGE		
NAME OF AGENCY FEDERAL AVIATION ADMINISTRATION NEW ENGLAND OFFICE 10 NEW ENGLAND AVENUE BOSTON, MA 02114	PRECEDENCE ACTION INFO	SECURITY CLASSIFICATION UNCLAS
ACCOUNTING CLASSIFICATION SEE BELOW	DATE PREPARED 10/10/84	FILE
FOR INFORMATION CALL		
NAME XXXXXXXXXX	PHONE NUMBER XXXXXXXX	TYPE OF MESSAGE <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE ADDRESS
THIS SPACE FOR USE OF COMMUNICATION UNIT		
CHARGE TO: THE IN NEW ENGLAND OFFICE MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)		
TO: NEW ENGLAND OFFICE FROM: BOSTON SUBJECT: CHARGE TO INDIVIDUAL		
<p>THIS IS THE INDICATED THE BEST WAY FOR THE ORIGINATOR TO PREPARE A CHARGE TO THE MESSAGE TO AN INDIVIDUAL OR ORGANIZATION AT A TELEPHONE NUMBER.</p> <p>CHARGE TO MESSAGE AND PHONE NO. ORGANIZATION OR INDIVIDUAL AT ANY ADDRESS SHOULD BE MADE WITH ARRANGEMENTS FOR PAYMENT MADE WITH AN ADDRESS IN CANADA WITHIN THE 50 STATES, CANADA, IS</p> <p>CHARGE TO INDIVIDUAL OR ORGANIZATION AT TELEPHONE NO. CHARGE TO INDIVIDUAL OR ORGANIZATION AT TELEPHONE NO. CHARGE TO INDIVIDUAL OR ORGANIZATION AT TELEPHONE NO.</p> <p>CHARGE TO INDIVIDUAL OR ORGANIZATION AT TELEPHONE NO. CHARGE TO INDIVIDUAL OR ORGANIZATION AT TELEPHONE NO. CHARGE TO INDIVIDUAL OR ORGANIZATION AT TELEPHONE NO.</p>		
<p>STANDARD FORM 14 REVISED 11-80 GSA FPMR (41 CFR) 101-33.306</p>		

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-33.306

Previous editions obsolete. GSA FPMR (41 CFR) 101-33.306

14-102

FIGURE 8-3. SAMPLE COLLECT SF-14

TELEGRAPHIC MESSAGE		
NAME OF AGENCY FEDERAL AVIATION ADMINISTRATION WESTERN-PACIFIC REGION 9.0. BOX 92007 WORLDWAY POSTAL CENTER LOS ANGELES, CA 90009	PRECEDENCE ACTION: PRIORITY INFO: t i n - u 9/9/84	SECURITY CLASSIFICATION UNCLAS
ACCOUNTING CLASSIFICATION COLLECT	FOR INFORMATION CALL	
NAME MARK K. ALEXANDER, AWP-24	m o m - 536-7229	TYPE OF MESSAGE <input type="checkbox"/> SPONSOR <input checked="" type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESSES
THIS SPACE FOR USE OF COMMUNICATION UNIT		
MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)		
<p>TO: RICHARD E SMITH 213-123-1231 190 WEST IMPERIAL AVENUE GRAND PRAIRIE TX 75050</p> <p>BELL HELICOPTER TELEX 768229 BELLHCTP FTW ATTN MONTY JONES P O BOX 3069 FORT WORTH TX 76101</p> <p>THIS FIGURE ILLUSTRATES THE PROPER WAY FOR THE ORIGINATOR TO PREPARE A COLLECT TELEGRAPHIC MESSAGE TO AN INDIVIDUAL OR ORGANIZATION AT A NON-FAA LOCATION.</p> <p>COLLECT MESSAGES ARE SENT TO ORGANIZATIONS OR INDIVIDUALS WHO HAVE PREVIOUSLY AGREED TO PAY THE CHARGES WITHIN THE 50 STATES, CANADA, OR PUERTO RICO. THE COMPLETE TELEPHONE NUMBER PLUS AREA CODE OR TELEX NUMBER IS LISTED MEDIATELY FOLLOWING THE NAME IN THE ADDRESS LINE.</p> <p>JONATHAN L. BANKS MANAGER, ACCOUNTING DIVISION, AWP-20 FEDERAL AVIATION ADMINISTRATION</p> <p>ADDRESSEE MUST HAVE FOR ACTION BY 4:30 PM CST</p>		
PAGE NO. 1		NO. OF PGS. 1
		SECURITY CLASSIFICATION UNCLAS

STANDARD FORM 14
REVISED 11-80
GSA FPMR (41 CFR) 101-33.304

Previous editions obsolete. ISBN 7349-89-884-3700

14-100

FIGURE 8-4. SAMPLE SF--14 OF A FACSIMILE MESSAGE SENT WITHIN FAA.

TELEGRAPHIC MESSAGE						
NAME OF AGENCY FAA SOUTHERN REGION P.O. BOX 20636 ATLANTA, GA 30320	PRECEDENCE ACTION: PRIORITY INFO:	SECURITY CLASSIFICATION UNCLAS				
ACCOUNTING CLASSIFICATION	DATE PREPARED 8/25/84	FILE				
FOR INFORMATION CALL -						
NAME EDWARD W. Mc EEN-SC-10 THIS SPACE FOR USE OF COMMUNICATION UNIT	PHONE NUMBER 246-1000	TYPE OF MESSAGE <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE ADDRESS				
MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)						
<p>For: FAA HQ WASH DC (AFT-10)</p> <p>TRANSMIT THE ATTACHED 5 PAGES VIA FACSIMILE.</p> <p>JAMES N. BARRETT, ASC-10</p>						
<table border="1"> <tr> <td>PAGE NO</td> <td>NO OF PGS</td> </tr> <tr> <td>1</td> <td>6</td> </tr> </table>		PAGE NO	NO OF PGS	1	6	SECURITY CLASSIFICATION UNCLAS
PAGE NO	NO OF PGS					
1	6					

FIGURE 8-5. SAMPLE SF-14 OF A FACSIMILE MESSAGE SENT OUTSIDE FAA**TELEGRAPHIC MESSAGE**

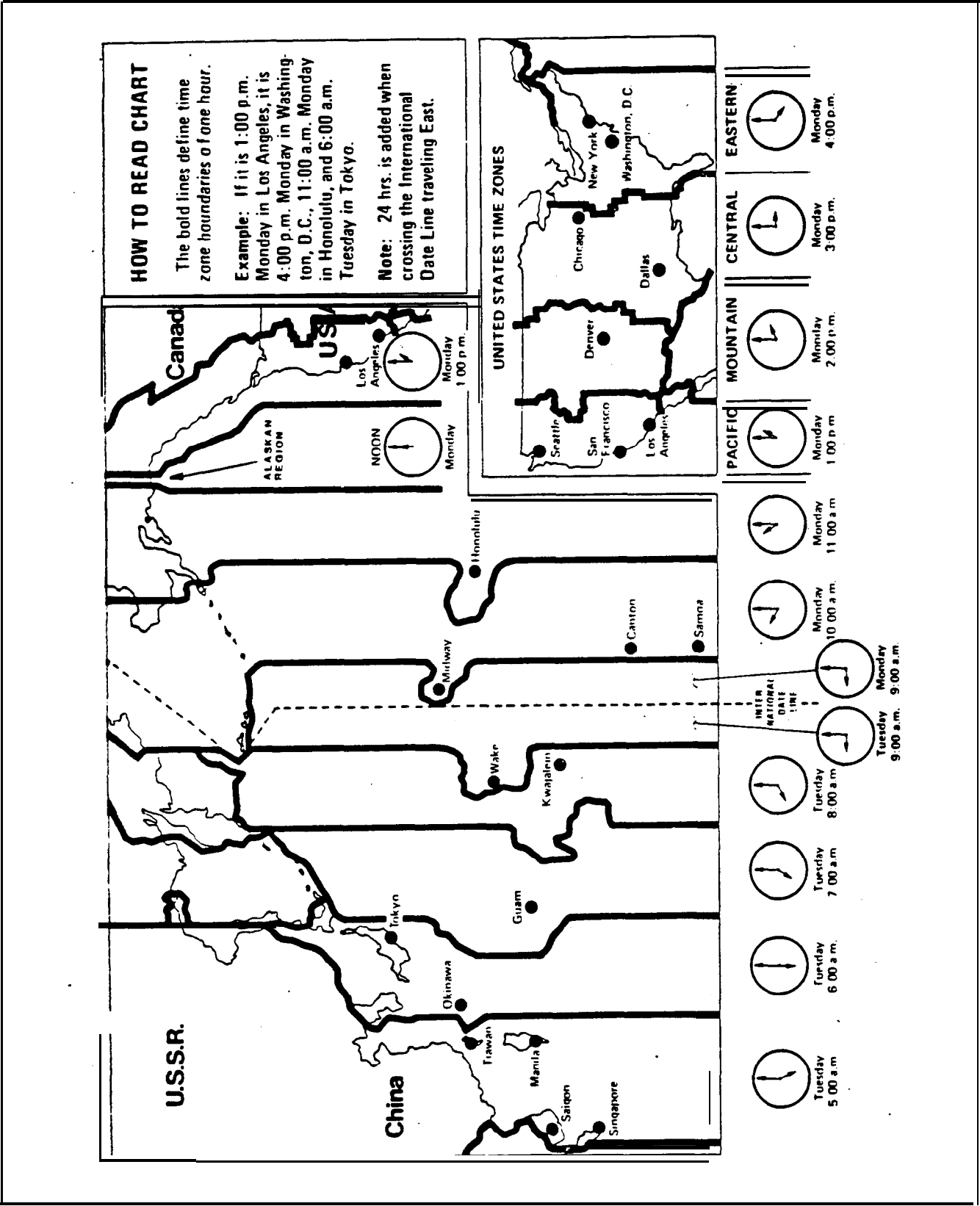
NAME OF AGENCY FEDERAL AVIATION ADMINISTRATION NORTHWEST MOUNTAIN REGION 17900 PACIFIC HIGHWAY SOUTH, C-68966 SEATTLE, WA 99168		PRECEDENCE ACTION: PRIORITY INFO:	SECURITY CLASSIFICATION UNCLAS
ACCOUNTING CLASSIFICATION		DATE PREPARED 8/19/84	U
FOR INFORMATION CALL			
NAME JENNIFER L. BATES, ANM-23		PHONE NUMBER 392-2904	TYPE OF MESSAGE <input checked="" type="checkbox"/> SINGLE <input type="checkbox"/> BOOK <input type="checkbox"/> MULTIPLE-ADDRESS
THIS SPACE FOR USE OF COMMUNICATION UNIT			
MESSAGE TO BE TRANSMITTED (Use double spacing and all capital letters)			
TO: SMITH AVIATION (MACHINE NUMBER: 213-536-6935) 1349 BAKER ROAD (CONFIRMATION NUMBER: 213-536-6900) LOS ANGELES CA 90009 TRANSMIT THE ATTACHED 5 PAGES VIA FACSIMILE. JOHN K. ALEXANDER MANAGER, ACCOUNTING DIVISION, ANM-20 FEDERAL AVIATION ADMINISTRATION			
		SECURITY CLASSIFICATION UNCLAS	
PAGE NO 1	NO OF PGS. 6		

STANDARD FORM 14
 REVISED 11-80
 GSA FPMR (41 CFR) 101-11.606

Pre-form editions obsolete. GSA 7540-00-424-3966

14-102

FIGURE 8-6. TIME ZONE MAP



CHAPTER 9. COORDINATION

90. GENERAL,

a. Coordination is the procedure by which the action off ice ensures a 'coordinated response prior to presentat ion for approval and/or signature. Coordination of outgoing correspondence:

(1) Will be held to a minimum and will be effected by the quickest and most informal method appropriate for action.

(2) Will be effected with only those offices having a vital or substantive **interest** in the subject *matter*.

(3) Shall not be requested merely for courtesy or informational -purposes.

(4) Will be accomplished by the originating office during draft stages to avoid revisions of final copy when practicable.

(5) Will be effected without delay. The urgency of responding **will** determine the length of time allowed for coordination. Normally, coordination will be conducted within 1 working day. However, if the urgency of the correspondence dictates, this time will be reduced.

b. When coordinating correspondence, the following definitions apply:

(1) Concurrence. Indicates agreementwiththe concept oftheresponse.

(2) Concurrence with Comment. Indicates agreement with the concept of the response, but it should be revised to avoid an incorrect, unresponsive, or misleading statement.

(3) Nonconcurrence. Indicates disagreement with the concept of the response.

91. METHODS OF COORDINATION.

a . Sequential. Send the correspondence to one off ice at a time for signature on the same official file copy.

b. Simultaneous. Send a copy of the correspondence to each coordinating official at the same time. The coordinating official should coordinate with the originator by telephone or personal visit to resolve any differences . If coordination is performed in this manner, notation should be made on the ladder of the official file copy.

c. Telephonic. In instances where the originating office and the coordinating off ice are distances apart, coordination by telephone is advisable. Read the correspondence to the **coordinating** official and request oral approval. Note on the ladder of the official file copy that coordination was obtained by telephone.

92. COORDINATION PROCEDURES.

a. Concurrence. If the correspondence in question is acceptable, the coordinating official will legibly write his/her initials, surname, and the date. in the appropriate block **on** the ladder on the official 'file copy. Promptly send the correspondence to the next coordinating office (or the originating office as appropriate) by whatever means necessary to meet the deadline date..

b. Concurrence with Comment. If the comment proposes a change, clear the comment with the originating office and any previous coordinating offices. The originating office will retype the correspondence to incorporate the change. If the comment does not suggest a change in the correspondence, but provides additional information or is of a sensitive nature, attach the **comment** to the outgoing correspondence and return it to the originating office.

c. Nonconcurrence. If at all possible, disagreements should be resolved. If they are not, state the differences and reasons on a briefing note and return it with the correspondence to the originating office.

d. Unresolved Issues. The originating office shall resolve all **non-**concurrences and comments made by coordinating offices before transmittal of the correspondence. If comments cannot be adopted or nonconcurrences resolved, refer the matter to the next level of supervision, preferably with an explanatory **summary**. The summary should clearly define the comment(s) and/or nonconcurrences not adopted or resolved and the reasons for such nonadoption or nonresolution.

93.-99. RESERVED.

CHAPTER 10. CORRESPONDENCE MAIL CONTROL

100. GENERAL.

a. Correspondence mail control refers to any system used to record the receipt, location, and disposition of correspondence. The type of control system may vary to meet the needs of the individual office. However, it should provide the amount of control required to ensure a prompt response and limit the number of points controlling the same piece of correspondence.

b. Mail Control Forms. Some of the forms used to control mail are shown in figures 10-1, 10-2, and 10-3.

c. Control of White House Referrals. From time to time, the White House staff conducts surveys of response time to correspondence it has referred. White House correspondence control points are responsible for keeping data on the volume of mail referred from the White House and the dates of receipt of letters and dispatch of replies. This data must be kept for 6 months.

FIGURE 10-1. SAMPLE GF FAA FORM 1770-5, MAIL CONTROL

FROM APT-1	DATE-CORRESP. 7/1/84	CONTROL ND. 1-7-5
SUBJECT Employee Assistance Program	DATE RECD. 7/6/84	SUSPENSE DATE 7/20/84
REMARKS Please prepare reply for ASW-1 signature.	TC	DATE
	1 ASW-10	7/6/84
	2	
	3	
ACTION TAKEN <input type="checkbox"/> NO ACTION NECESSARY	4	
DATE ACKNOWLEDGED _____ BY _____	5	
DATE ANSWERED <u>7/21/84</u> BY <u>ASW-1/10</u>		
OTHER _____		
FAA Form 1770-S (1-72) MAIL CONTROL FORMERLY FAA FORM 1828		

Numbering
systems
may vary.

FIGURE 10-2. SAMPLE OF ADMINISTRATIVE STAFF (AOA-3) MAIL CONTROL FORM

**ADMINISTRATOR'S CORRESPONDENCE CONTROL AND INFORMATION SYSTEM
ACTION TRANSMITTAL FORM**

RUN DATE:**ACTION OFFICE:** APT-1

(Only office specified as the action office should respond to the letter.)

CONTROL NUMBER: A840825015**SUBJECT DESCRIPTION:** AIRWAY SCIENCE PROGRAM**SIGNATURE LEVEL:** APT-I**ORIGINATOR:****NAME:** JOHNSON ANDREW**TYPE:** U.S. SENATOR**ROUTING SYMBOL:****CORRESPONDENT:** GOODRICH**CORRESPONDENCE DATE:** 08/20/84**ACTION DATE:** 08/24/84**SUSPENSE DATE:** 08/31/84

(If no due date is specified, appropriate action is determined by action office.)

MESSAGE:T H I S CORRESPONDENCE WILL BE MICROFILMED.**PROPOSED COORDINATION OFFICES:****INFORMATION COPIES:**

AOA-I AAM-1 AOA-10

ANALYST: ROGERS CAROLYS**PHONE NUMBER:** 426-5012

(Denotes offices to which AOA-3 sent copies of the incoming letter. The originating office determines which offices receive copies of response. AOA-3 receives a copy of response to correspondence controlled by them.)

NOTE: The control number is assigned as follows: The letter is a designator for the FAA; the next two digits are the fiscal year; the next two digits are the month; the next two digits are the day; and the last three digits indicate the consecutive number assigned to that piece of correspondence on that day.

FIGURE 10-3. SAMPLE OF EXECUTIVE SECRETARIAT (S-10) CONTROL FORM

<div style="border: 1px solid black; padding: 5px; display: inline-block;"> ACTION OFFICE </div> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 5px;"> FAA </div>	
TO:	FEDERAL AVIATION ADMIN (FAA)
FROM:	EXECUTIVE SECRETARIAT (S-10)
CONTROL NUMBER:	8408150026
SUBJECT:	LTR FROM LARRY J. QUINCY CONCERNING TRAINING AS AN AIR TRAFFIC CONTROL SPECIALIST
ACTION :	PREPARE FOR THE FEDERAL AVIATION ADMIN SIGNATURE A REPLY TO THE ATTACHED LETTER FROM LARRY J. QUINCY DATED 84/08/13.
DUE DATE:	00/00/00.
COORDINATION:	NA
DISTRIBUTION:	s-10
ANALYST:	MARGARET SMITH PHONE NUMBER: 4264290
<p>IF YOU ARE UNABLE TO PROVIDE THE REQUIRED INFORMATION, PLEASE ADVISE YOUR ANALYST NO LATER THAN 24 HOURS AFTER THE RECEIPT OF THIS DOCUMENT. THIS LETTER SHOULD REMAIN WITH INCOMING CORRESPONDENCE AND BE RETURNED WITH YOUR REPLY. YOUR PROMPT ACTION IS APPRECIATED.</p>	
COMMENTS:	
<p>84/08/16 10:25 A.M.</p>	
<p>NOTE : The control number is assigned as follows: The first two digits are the fiscal year; the next two digits are the month; the next two digits are the day; and the last four digits indicate the consecutive number assigned to that piece of correspondence on that day.</p>	

101. CORRESPONDENCE ACKNOWLEDGMENT. When circumstances prevent meeting a dead line, an interim reply is made. The interim reply should include the best possible estimate of when a complete reply is expected. FAA Form 1360-15, Correspondence Acknowledgment, may be used in, lieu of an interim reply memorandum/letter. These acknowledgment forms may not be used for letters controlled 'by AOA-3 (see paragraph 102).

FIGURE 1 O-4. SAMPLE OF FAA FORM 1360-15.
CORRESPONDENCE ACKNOWLEDGMENT (FRONT SIDE)



 US Department of Transportation Federal Aviation Administration	Postage and Fees Paid Federal Aviation Administration DOT 515	
P.O. BOX 25082 OKLAHOMA CITY, OK 73125 AAC-300		
<div style="display: flex; justify-content: space-between;"> <div> AIR MAIL FIRST CLASS </div> <div> MR JOHN JONES 1825 NORTH KELLEY OKLAHOMA CITY OK 73106 </div> </div>		

FIGURE 10-5. SAMPLE OF FAA FORM 1360-15.
CORRESPONDENCE ACKNOWLEDGMENT (BACK SIDE)

CORRESPONDENCE ACKNOWLEDGMENT	
We have received your correspondence dated <u>9/1/84</u> concerning your request for a copy of the Airman Directory	
<input checked="" type="checkbox"/> You may expect a reply by <u>10/1/84</u> <input type="checkbox"/> We referred your communication for direct reply to you, to:	

FROM: (Name of FAA organization and routing symbol)	DATE <u>9/5/84</u>
Data Services Division, AAC-300	
_____ FAA Form 1360-15 (10-81) SUPERSEDES PREVIOUS EDITION	

102. CRITERIA FOR CONTROL. Correspondence from the following individuals or their staff member6 is controlled, if action is required.

- a. The President and Vice President.
- b. Head6 of Executive Off ices of the President.
- c. Cabinet Officers and head6 of independent agencies.
- d. U.S. Senator6 and Representatives.
- e. **Mayors**, State Governors, State senators, and State representatives. . .
- f. Foreign equivalents of the above.
- g. Prominent **cit izens** including leader6 in industry, finance, labor, politics, law, education, and research.
- h. The Administrator and the Deputy Administrator.
- i. The Secretary and the Deputy Secretary.

103. TIME LIMITS FOR REPLIES. Listed below are the time limits for replies to the various types of correspondence. The handling of these type6 of correspondence is expedited **as** appropriate.

a. Freedom of Informat ion Act Requests. Reply within 10 working days from date of receipt in the action office.

b. Privacy Act Requests. Reply within 10 working days from date of receipt in the action office.

c. Administrator's Corresvondence. Reply within 10 working days from date of receipt in the action office unless a different due date is specified.

d. Congressional Correspondence. Reply within 5 working days from date of receipt in the action office unless a different due date is specified.

e. White House Correspondence.

(1) Corresvondence Controlled by AOA-3. Reply within 9 working days from date of receipt in the action office unless a different due date is specified.

(2) Corresvondence Not Controlled by AOA-3 or Bulk Mail. Reply within 15 working days from date of receipt in the action office.

f. Secretarial Correspondence.

(1) Correspondence Controlled by AOA-3 Prepared for the Signature of the Secretary or the Deputy Secretary and Correspondence Controlled by Ax-3 Referred from the Secretary or the Deputy Secretary for Direct Reply. Reply within 5 working days from date of receipt in the action office unless a different due date is specified.

(2) Correspondence Not Controlled by AOA-3 Referred from the Secretary or the Deputy Secretary for Direct Reply. Reply within 10 working days from date of receipt in the action office.

g. All Other Correspondence. Reply within 15 working days from date of receipt in the action office unless a different due date is specified.

104.-109. RESERVED.

CHAPTER 11. ENVELOPES AND MAILING

110. POSTAGE AND FEES PAID MAIL: Mail pieces carrying the statement **Postage and Fees Paid, 'Federal Aviation, Administration** may not be **used** for personal mail. Postage-paid items are not furnished to private persons or **firms** for their **submission** of information or reports required by **law**; however, **business** reply envelopes, **cards**, and labels may be enclosed in mail to source **outside** the Government when the information desired is **primarily of interest** to the Government.

111. COSTS. Substantial savings are realized by avoiding use of envelope larger than necessary. A close fit will provide the least chance for damage.

ENVELOPEMATERIAL

At least 4 1/4" up to 9 1/2"

1 to 5 sheets of letter-size bond folded in thirds

At least 5 1/2" up to 11"

5 to 10 sheets of letter-size bond folded in half

9 1/2" x 12"

10 or more sheets of letter-size bond unfolded

a. The U.S. Postal Service (USPS) considers all envelopes weighing 12 ounces or less as first-class mail unless they are endorsed to a lower-priced class.

b. Small parcels and flats (envelopes larger than letter size) weighing over 12 ounces to be sent first class or given priority (airmail) service for delivery within the United States must be endorsed **First Class** or **Priority**.

c. Unendorsed mail weighing over 12 ounces but less than 16 ounces is classified as third class; unendorsed mail weighing 16 ounces or more is processed as fourth-class parcel post.

NOTE: If uncertain about an article which must be expedited, endorse it **First Class** or **Priority**.

112. ROUTING SYMBOLS. For regional offices, Washington offices, and the centers, the importance of using correct routing symbols cannot be overemphasized.

a. Include the **routing** symbol when providing addresses to correspondents and in response to telephone inquiries.

b. Type or write routing symbols immediately below the return address in the upper left corner of the envelope or mailing label.

113. AIRMAIL. If not using an airmail envelope, clearly **mark the** envelope **Airmail** on both front and back for mail being sent outside the United States which requires a response.

114. REGISTERED MAIL.

a. International mail '(for delivery outside **the 50 States** or U.S. possessions) requiring a return receipt must **be** sent as registered mail.

b. Window and-padded (Jiffy) **envelopes** are prohibited.

c. Paper tape should be used. Nylon filament or **scotch** tape cannot be used in sealing registered mail because rubber **stamp** impressions **rub** off easily on nonabsorbent tapes.

d. Registration numbers are generally affixed by the local **mailroom** or post office, and completion of appropriate **form** requesting registered mail service would depend upon their requirements. The exception would be an office having an assigned block of numbers.' PS **Form** 3811, Return Receipt, is used **for** delivery within the 50 States or U.S. possessions; and PS **Form** 2865, Return Receipt, **is** used for international mail. See figure 11-1.

115. EXPRESS MAIL. Use of the contractor designated by the **General** Services Administration is mandatory and shall be used instead of USPS Express Mail.

- At low rates, the contractor provide overnight delivery DESK TO **DESK** throughout the United States (including Hawaii and Alaska) for urgent letters and packages not exceeding **50** pounds. USPS Express Mail shall be used **only** for addresses containing post office box numbers. This service is to **be** used **only** when time of delivery is critical. **For** additional information, contact **your** headquarters, region, or center Logistics Division. *

136. LETTER-SIZE WINDOW ENVELOPES.

a. Window envelope shall be used to the **maximum** extent **possible** to save separate addressing of envelopes with resultant delay, expense, and errors.

b. The address must be the **ONLY** thing visible in the window.

c. A **1/4-inch** clearance between the address and **window** edge is desirable. Shifting of the insert cannot **cover** or hide any part of the address.

d. **Window** envelopes cannot be used for registered or confidential mail.

117. SEPARATE COVER. A package containing material identified in a letter or memorandum as being sent under separate cover should have a copy of the correspondence enclosed. **Its** inclusion is shown on the face of the package with a Letter **Enclosed** notation **if** the package is **sent** other than first class to conform to USPS regulations.

118. ADDRESSING ENVELOPES FOR USPS OPTICAL CHARACTER RECOGNITION (OCR).

a. For Best Service.

(1) Capitalize everything in the **address**.

(2) Eliminate all punctuation. The hyphen is an element in the **ZIP+4** code which **consists** of a five-digit ZIP Code followed by a hyphen and four digits.

(3) Use the common address and State abbreviations found in appendix 3.

b. Points to Remember.

(1) The envelope must be no smaller than **3 1/2** inches by 5 inches and no larger than **6 1/8** inches by 11 1/2 inches.'

(2) Script-like or artistic types should not be used.

(3) A uniform left margin should be used.

(4) An attention line, if it cannot be avoided, would be placed on the second line of the address.

(5) Two spaces should be allowed between the State abbreviation and the ZIP Code.

(6) Mail will be delivered to the address immediately above the bottom line when a box number and a street address appear on separate lines.

c. Location of the Address. The entire address is located within an imaginary rectangle, which is the OCR read area, on the front of the mail piece formed by the following boundaries.

(1) 1 inch from the left edge

(2) 1 inch from the right edge

(3) 5/8 inch from the bottom edge (bottom line of rectangle)

(4) **3** inches from the bottom edge (top line of rectangle)

119. REFERENCE. For additional information about mail procedures, see Order 1770. 11B, **Mail** Management Standard 6 and Procedures.

120.-12 9. RESERVED.

FIGURE 11-1. SAMPLE POSTAL SERVICE FORMS FOR CERTIFIED AND REGISTERED MAIL

UNITED STATES POSTAL SERVICE
OFFICIAL BUSINESS

SENDER INSTRUCTIONS
Print your name, address, and ZIP Code in the space below:
• Complete Forms 1, 2, 3, and 4 on the reverse.
• Attach to front of article if space permits.
• Attach to back of article if space permits.
• Endorse article "Return Receipt Requested" (See item 3 on reverse).

RETURN TO

FAA AIRCRAFT REGISTRY AAC-250
AERONAUTICAL CENTER
P O BOX 25504
(City, State, and ZIP Code)
OKLAHOMA CITY OK 73125

PS Form 3811

P 593 310 475
RECEIPT FOR CERTIFIED MAIL
NO INSURANCE COVERAGE PROVIDED
NOT FOR INTERNATIONAL MAIL

(See Reverse)

Sent to	MR DAVID JENSEN CIRCLE Y RANCH
Street and No.	RT 1 BOX 28
P.O. Street and ZIP Code	CHEYENNE WY 82001
Postage	\$
Certified Fee	
Special Delivery Fee	
Restricted Delivery Fee	
Return Receipt Showing to whom and Date Delivered	
Return Receipt Showing to whom Date and Address of Delivery	
TOTAL Postage and Fees	\$
Postmark or Date	

PS Form 3800

CERTIFIED
P 593 310 475
MAIL

CERTIFIED MAIL: Use PS Form 3800 and PS Form 3811. Service is limited to delivery within the 50 States and U.S. possessions..

REGISTERED MAIL: Use PS Form 3811 to request service within the 50 States and U.S. possessions. Registration numbers are usually affixed by the post office or mailroom.

INTERNATIONAL MAIL (outside the 50 States and U.S. possessions) requiring a return receipt must be sent as registered mail. Use PS Form 2865 to request this service. Registration numbers are usually affixed by the post office or mailroom.

PS Form 2865
PAR AVION
POSTAL SERVICE
RETURN RECEIPT

To be returned by the addressee to the post office or mailroom. To be filled out by the sender who will maintain the receipt for the return of this receipt. A return receipt is required for all registered mail sent by air.

Name of Recipient	Director Central Region ACE-1
Organization	FEDERAL AVIATION ADMINISTRATION
Street and No.	601 EAST 12TH ST
City, State and Zip Code	KANSAS CITY MO 64106

UNITED STATES OF AMERICA

Precise instructions are given on each of the forms which are obtained from the post office or mailroom.

REGISTERED MAIL: Use PS Form 3811 to request service within the 50 States and U.S. possessions. Registration numbers are usually affixed by the post office or mailroom.

INTERNATIONAL MAIL (outside the 50 States and U.S. possessions) requiring a return receipt must be sent as registered mail. Use PS Form 2865 to request this service. Registration numbers are usually affixed by the post office or mailroom.

FIGURE 11-2. EXAMPLES OF ADDRESSES

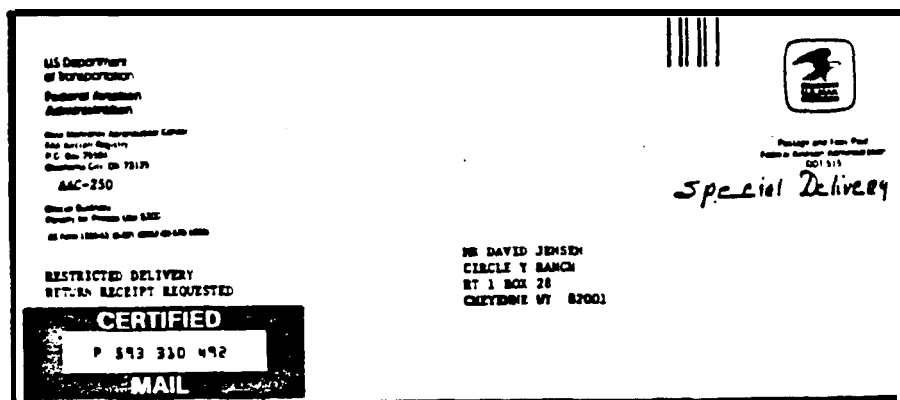
NAME OF RECIPIENT-----TOP LINE
 INFORMATION/ATTENTION LINE-----NEXT LINE
 DELIVERY ADDRESS-----DELIVERY ADDRESS
 POST OFFICE STATE ZIP CODE-----LAST LINE

FOR OCR ACCOMMODATION

XYZ CORPORATION
 ATTNJOHN JONES
 1234 MAIN ST APT 204
 ARLINGTON VA 22210

GRANDPRODUCTS INC
 100 MAJOR ST
 PO BOX 200-----MAIL WILL BE
 PORTLAND OR 97214 DELIVERED HERE

MR JOHN Q AIRMAN
 VIA MOLITERNA 19
 00178 ROM&-----POSTAL DELIVERY ZONE
 ITALY-----COUNTRY MUST BE LAST
 ITEM IN ADDRESS

FOREIGN MAIL

Special Delivery
 or Priority or
 First Class
 (for flats)
 or Airmail
 (outside U.S.)

MAY TYPE, WRITE, STAMP,
 OR USE STICKER

Optional services (special delivery and restricted delivery) and return receipt service should be shown on the face of the envelope.

The complete title of an FAA office should be given.

MANAGER SALT LAKE CITY (HUB) AFS
 FEDERAL AVIATION ADMINISTRATION-----or FAA to be included
 2398 WEST NORTH TEMPLE as part of address
 SALT LAKE CITY UT 84116

CHAPTER 12. STATIONERY AND FORMS

130. STATIONERY listed is used when preparing FAA correspondence.

	<u>FIRST PAGE</u>	<u>SUCCEEDING PAGES</u>
Original	Memorandum or Letter	Plain bond
Courtesy copy	Letterhead tissue	Plain white tissue
Official File Copy	FAA Form 1360-14	Plain yellow tissue
Information copies	Plain white tissue	Plain white tissue
Reading file copy	Plain white tissue	Plain white tissue

131. WASHINGTON OFFICE STATIONERY. These forms are available from the Department of Transportation warehouse, M-494.3.

<u>WA FORM</u>	<u>NAME</u>	<u>UNIT OF ISSUE</u>
1360-3.1	Letterhead, DOT/FAA seal	SH
1360-4.1	Letterhead tissue with carbon	SH
1360-5.1	Letterhead, Office of Administrator	SH
1360-6.1	Letterhead tissue with carbon, Office of Administrator	SH
1360-11	Envelope, white, 4 1/8 x 9 1/2 inches	HD
1360-12	Envelope, white, opaque, 4 1/8 x 9 1/2 inches	HD
1360-16	Envelope, Kraft, 9 1/2 x 12 inches	HD
1360-19	Envelope, Kraft, 10 x 14 inches	HD
1360-21	Envelope, Kraft, 12 x 16 inches	HD
1360-23	Mailing Label, gummed	PD
1360-30	Envelope, white, window, 4 1/8 x 9 1/2 inches	HD
1360-32	Envelope, white, window, 4 1/8 x 10 3/8 inches	HD
1360-34	Envelope, Business Reply, 3 7/8 x 8 7/8 inches	HD

132. FIELD OFFICE STATIONERY. These forms which require entry of the local address are available from the FAA Depot through normal supply channels.

<u>FAA FORM</u>	<u>NAME</u>	<u>UNIT OF ISSUE</u>	<u>NATIONAL STOCK NUMBER</u>
1360-1. 1	Letterhead, DOT/FAA seal	HD	0052-00-587-0001
1360-3	Envelope, DOT/FAA, white, 4 1/8 x 9 1/2 inches	BX	0052-00-882-3000
1360-4	Envelope, DOT/FAA, window, 4 1/8 x 9 1/2 inches	BX	0052-00-890-8000
1360-6	Envelope, DOT/FAA, white, 4 1/2 x 10 3/8 inches	BX	0052-00-890-9000
1360-O	Envelope, DOT/FAA, Kraft, 9 1/2 x 12 inches	BX	0052-00-891-0000
1360-10	Envelope, DOT/FAA, Kraft, 11 x 13 inches	BX	0052-00-891-1000
1360-11	Envelope, DOT/FAA, Kraft, 12 x 16 inches	BX	0052-00-891-2000
1360-12	Mailing Label, DOT/FAA, 4 x 6 inches	PD	0052-00-865-3000
1360-42	Envelope, DOT/FAA, white, Business Reply 3 7/8 x 8 7/8 inches	BX	0052-00-877-1000

<u>FAA FORM</u>	<u>NAME</u>	<u>UNIT OF ISSUE</u>	<u>NATIONAL STOCK NUMBER</u>
1360-32	Envelope, DOT/FAA, Kraft, 7 1/2 x 10 1/2 inches (no preprinted return address).	HD	0052-00-576-0000

133. AGENCYWIDE STATIONERY. These forms are available through normal supply channels. Standard/optional forms are also available from local GSA Distribution Centers.

<u>FAA FORM</u>	<u>NAME</u>	<u>UNIT OF ISSUE</u>	<u>NATIONAL STOCK NUMBER</u>
1360-1	Memorandum	HD	0052-00-867-0001
1360-14	Official File Copy	RM	0052-00-052-1002
1360-19	Approval Request Tab (pink signature tab)	FD	0052-00-031-4501
1363-30	Rush Tag (red)	SH	0052-00-890-1000
1360-35	FOIA Backer	SH	0052-00-849-6000
1360-36	Privacy Act Backer	SH	0052-00-856-4000
1360-39	Envelope, For Official Use Only, 9 1/2 x 12 inches (1,000 to BX)	BX	0052-00-871-1000
1360-48	Congressional Mail Backer	SH	0052-00-886-6000
1360-50	Administrator's Mail Backer	SH	0052-00-890-5000
1360-51	Background Tat Backer	EA	0052-00-652-7001
1770-5	Mail Control	SE	0052-00-407-5001
1770-6	Priority Mail--tag	EA	0052-00-602-7061

134. INFORMAL COMMUNICATION FORMS. Maximum use of these forms is encouraged to save materials and preparation time. The forms, available through normal supply channels, are self-explanatory and may be typed or handwritten.

<u>FAA FORM</u>	<u>NAME</u>	<u>UNIT OF ISSUE</u>	<u>NATIONAL STOCK NUMBER</u>
1360-15	Correspondence Acknowledgment	SH	0052-00-602-5003
1360-16	Transmittal Slip, folding	SH	0052-00-687-0000
1360-17	Route Slip, 4 x 5 1/4 inches	FD	0052-00-409-5000
1360-20	Postal Card, blank with indicia	SH	0052-00-695-3001
1360-33	Record of Visit, Conference, or Telephonic Call	FD	0052-00-045-9001
1360-38	Reminder Memo	PD	0052-00-642-5001
1360-46	Note Pad, general use, DOT/FAA seal, 5 x 8 inches	PD	0052-00-884-6000
1360-49	Speed Memo	HD	0052-00-606-4001

STANDARD/OPTIONAL FORM

SF-14	Telegraphic Message	PD	7540-00-634-3968
SF-63	Memorandum of Call (20 pads to PG)	PG	7540-00-634-4018
OF-4 1	Routing and Transmittal Slip, 5 1/4 x 8 inches (10 pads to PG)	PG	7540-00-935-5862

135. LEGEND.

BX	Box	HD	Hundred	PG	Package	SE	Set
EA	Each	PD	Pad	RM	Ream	SH	S h e e t

136. REFERENCE. The **current** issue of the FAA Supply Catalog, Volume I, Section 3, Forms Cross-Reference Index, is a basic cross-reference index of forms and stationery stocked by the FAA Depot and available for **requisitioning** by FAA offices and facilities.

137.-139. RESERVED.

APPENDIX 1. FORMS OF ADDRESS

1. PURPOSE. This appendix provides conventional forms of written address, salutation, and complimentary close for letters (see chapter 3). Use them as shown whenever possible. Use them as patterns for other addresses.
2. GENDER VARIATIONS. The title Mr. is often shown in samples where it should be understood that Ms., Miss, **or Mrs.** would sometimes be applicable. When applicable, substitute the title Madam for Mr. before President, Vice President, Chairman, Secretary, Ambassador, and Minister. Use the title Senator for a female member of the Senate and Ms., Miss, or Mrs. for a female member of the House of Representatives, Senator-elect, or Representative-elect. When addressing an individual whose sex is not known, use the title M. See also footnotes 21 and 22 on page 33.
3. LIFETIME TITLES. A person once addressed as Governor, **Judge, General, Honorable,** His/Her Excellency, or a similar distinctive title may use the title through his or her lifetime.
4. INDEX.

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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
THE WHITE HOUSE		
President	The President The White House Washington, DC 20500	Dear Mr. President: Respectfully,
Wife of the President	Mrs. (full name> The White House Washington, DC 20500	Dear Mrs. (surname): Sincerely,
Assistant to the President	The Honorable (full name> Assistant to the President The White House Washington, DC 20500	Dear Mr. (surname): Sincerely,
Former President	The Honorable (full name) (local address) 00000	Dear Mr. (surname): Sincerely,

THE VICE PRESIDENT

The Vice President (formal address)	The Vice President United States Senate Washington, DC 20510	Dear Mr. Vice President: Sincerely,
The Vice President (informal address)	The Honorable (full name) The Vice President of the United States Washington, DC 20501	Dear Mr. Vice President: Sincerely,
The Vice President (as President of the Senate)	The Honorable (full name) President of the Senate Washington, DC 20510	Dear Mr. President: Sincerely,
Former Vice President	The Honorable (full name) (local address) 00000	Dear Mr. (surname): Sincerely,

A d d r e s s e e	Address on Letter and Envelope	Salutation and Complimentary Close
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THE JUDICIARY

The Chief Justice	The Chief Justice of the United States The Supreme Court of the United States Washington, DC 20543	Dear Mr. Chief Justice: Sincerely,
Associate Justice	Mr. Justice (surname) The Supreme Court of the United States Washington, DC 20543	Dear Mr. Justice: Sincerely,
Retired Justice	The Honorable (full name) (local address) 00000	Dear Mr. Justice: Sincerely,
Presiding Justice	The Honorable (full name) Presiding Justice (name of court) (local address) 00000	Dear Mr. Justice: Sincerely,
Judge of a Court	The Honorable (full name) Judge of the (name of court; if a U.S. District Court, give district) (local address) 00000	Dear Judge (surname): Sincerely,
Clerk of a Court	Mr. (full name) Clerk of the (name of court; if a U.S. District Court, give district) (local address) 00000	Dear Mr. (surname): Sincerely,
Justice of the Peace	The Honorable (full name) Justice of the Peace (local address) 00000 o r Justice of the Peace (name) District (local address) 00000	Dear Judge (Mr.) (surname): Sincerely, Dear Sir: Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Constable (or Sheriff)	Mr. (full name), Constable or The Constable of (district) (local address) 00000	Dear Mr. (surname): Dear Sir (Madam): Sincerely,
Lawyer	Mr. (full name> Attorney at Law (local address) 00000 or (full name) Esq. (local address) 00000	Dear Mr. (surname): Sincerely, Dear Mr. (surname): Sincerely,
United States Attorney	The Honorable (full name) United States Attorney (name) District of (State) (local address) 00000	Dear Mr. (surname): Sincerely,

THE CONGRESS

Senate

President of the Senate (see Vice President)	The Honorable (full name> President of the Senate Washington, DC 20510	Dear Mr. President: Sincerely,
President pro tempore	The Honorable (full name> President pro tempore of the Senate Washington, DC 20510	Dear Mr. President: Sincerely,
United States Senator (in Washington, DC)	The Honorable (full name) United States Senate Washington, DC 20510 or The Honorable (full name> United States Senator (local address) 00000.	Dear Senator (surname): Sincerely, Dear Senator (surname): Sincerely,
(away from Washington, DC)		

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Senator-elect (in Washington, DC)	The Honorable (full name) Senator-elect United States Senate Washington, DC 20510	Dear Mr. (surname): Sincerely,
(away from Washington, DC)	or The Honorable (full name) United States Senator-elect (local address, if given) 00000	Dear Mr. (surname): Sincerely,
Former Senator	The Honorable (full name) (no title) (local address) 00000	Dear Senator (surname): Sincerely,
Majority Leader or Minority Leader	The Honorable (full name) Majority (or Minority) Leader United States Senate Washington, DC 20510	Dear Senator (surname): Sincerely,
Committee Chairman	The Honorable (full name) Chairman, Committee on (name) United States Senate Washington, DC 20510	Dear Mr. Chairman: Sincerely,
Chairman of a Joint Committee	The Honorable (full name) Chairman, Joint Committee on (name) Washington, DC 20510	Dear Mr. Chairman: Sincerely,
Subcommittee Chairman ¹	The Honorable (full name) Chairman, Subcommittee on (name) (name of parent committee) United States Senate Washington, DC 20510	Dear Mr. Chairman: Sincerely,

¹If the complete address exceeds five lines, omit the name of the parent committee from the letter. However, the complete address should always be included on the envelope.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Secretary of the Senate	The Honorable (full name> Secretary of the Senate Washington, DC 20510	Dear Mr. (surname): Sincerely,
Secretary/Administrative Assistant to a Senator	Mr. (full name) Secretary/Administrative Assistant to The Honorable (full name>- Washington, DC 20510	Dear Mr. (surname): Sincerely,
Chaplain of the Senate	The Reverend (full name> Chaplain of the Senate Washington, DC 20510	Dear (title) ² (surname): Sincerely,
Office of Deceased Senator	Mr. (full name) Administrative Assistant to the late (full name) United States Senate Washington, DC 20510	Dear Mr. (surname): Sincerely,

House of Representatives

Speaker of the House of Representatives	The Honorable (full name) Speaker of the House of Representatives Washington, DC 20515	Dear Mr. Speaker: Sincerely,
United States Representative (in Washington, DC)	The Honorable (full name> House of Representatives Washington, DC 20515 or	Dear Mr. (surname): Sincerely,
(away from Washington, DC)	The Honorable (full name) Member, United States House of Representatives (local address) 00000	Dear Mr. (surname): Sincerely,

²The title is Dr., Mr., etc., as appropriate. The title Reverend is not used with the surname alone but may be used with another title; e.g., Reverend Dr. Smith or Reverend Mr. Smith.

A d d r e s s e e	Address on Letter and Envelope	Salutation and Comnlimentary Close
Representative-elect (in Washington, DC)	The Honorable (full name) Representative-elect House of Representatives Washington, DC 20515	Dear Mr. (surname): Sincerely,
(away from Washington, DC)	or The Honorable (full name> Representative-elect (local address, if given) 00000	Dear Mr. (surname): Sincerely,
Former Representative	The Honorable (full name> (local address) 00000	Dear Mr. (surname): Sincerely,
Majority Leader or Minority Leader	The Honorable (full name> Majority (or Minority) Leader House of Representatives Washington, DC 20515	Dear Mr. (surname) Sincerely,
Committee Chairman	The Honorable (full name> Chairman, Committee on (name) House of Representatives Washington, DC 20515	Dear Mr. Chairman: Sincerely,
Subcommittee Chairman ³	The Honorable (full name) Chairman, Subcommittee on (name) (name of parent committee) House of Representatives Washington, DC 20515	Dear Mr. Chairman: Sincerely,
Clerk of the House	The Honorable (full name) ⁴ Clerk of the House of Representatives Washington, D.C. 20515	Dear Mr. (surname): Sincerely,

³See footnote 1 on page 5.

⁴If the clerk's name is not known, use only the title in the address and Dear Sir or Madam in the salutation.

A d d r e s s e e	Address on Letter and Envelope	Salutation and Complimentary Close
Chaplain of the House	The Reverend (full name> Chaplain of the House of Representatives Washington, DC 20515	Dear (title) ⁵ (surname): Sincerely,
Office of a Deceased Representative	Mr. (full name) Administrative Assistant to the late (full name> House of Representatives Washington, DC 20515	Dear Mr. (surname): Sincerely, .
Resident Commissioner	The Honorable (full name) Resident Commissioner from (name of area> House of Representatives Washington, DC 20515	Dear Mr. (surname): Sincerely,

LEGISLATIVE AGENCIES

Comptroller General (head of the General Accounting Office)	The Honorable (full name> Comptroller General of the United States General Accounting Office Washington, DC 20548	Dear Mr. (surname): Sincerely, .
Public Printer (head of U.S. Government Printing Office)	The Honorable (full name> Public Printer U.S. Government Printing Office Washington, DC 20401	Dear Mr. (surname): Sincerely,
Librarian of Congress (head of the Library of Congress)	The Honorable (full name> Librarian of Congress Library of Congress Washington, DC 20540	Dear Mr. (surname): Sincerely,

⁵See footnote 2 on page 6.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
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EXECUTIVE DEPARTMENTS

Member of the Cabinet (addressed as Secretary)	The Honorable (full name) Secretary of (name of Department) ⁶ Washington, DC 00000	Dear Mr. Secretary: Sincerely,
Attorney General (head of the Department of Justice)	The Honorable (full name) Attorney General Washington, DC 20530	Dear Mr. Attorney General : Sincerely,
Deputy Secretary of a Department	The Honorable (full name) Deputy Secretary for (name of Department) Washington, DC 00000	Dear Mr. (surname): Sincerely,
Under Secretary of a Department	The Honorable (full name) Under Secretary of (name of Department) Washington, DC 00000	Dear Mr. (surname): Sincerely,
Assistant Secretary of a Department	The Honorable (full name) Assistant Secretary for (name of office) (name of Department) Washington, DC 00000	Dear Mr. (surname): Sincerely,

INDEPENDENT ORGANIZATIONS

Director of the Office of Management and Budget	The Honorable (full name) Director, Office of Management and Budget Washington, DC 20503	Dear Mr. (surname): Sincerely,
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⁶Titles for Cabinet Secretaries are: Secretary of Agriculture, Secretary of Commerce, Secretary of Defense, Secretary of Education, Secretary of Energy, Secretary of Health and Human Services, Secretary of the Interior, Secretary of Labor, Secretary of State, Secretary of Transportation, and Secretary of the Treasury.

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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Postmaster General (head of the U.S. Postal Service)	The Honorable (full Name) Postmaster General Washington, DC 20260	Dear Mr. Postmaster General : Sincerely,
Head of a Federal Agency, Authority, or Board	The Honorable (full name) (title), (name of agency) Washington, DC 00000	Dear Mr. (surname): Sincerely,
Head of a Major Organization within an Agency (if the official is appointed by the President)	The Honorable (full name) (title) (name of organization) (name of agency) Washington, DC 00000	Dear Mr. (surname): Sincerely,
President of a Commission	The Honorable (full name) President, (name of Commission) Washington, DC 00000	Dear Mr. (surname): Sincerely,
Chairman of a Commission	The Honorable (full name) Chairman, (name of Commission) Washington, DC 00000	Dear Mr. Chairman: Sincerely,
Chairman of a Board	The Honorable (full name) Chairman, (name of Board) Washington, DC 00000	Dear Mr. Chairman: Sincerely,

OTHER GOVERNMENT AGENCIES

Commissioner of Internal Revenue	The Honorable (full name) Commissioner of Internal Revenue Department of the Treasury Washington; DC 20224	Dear Mr. (surname): Sincerely,
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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
District Director of Internal Revenue	Mr. (full name) District Director of Internal Revenue (local address) 00000	Dear Mr. (surname): Sincerely,

AMERICAN MISSIOES

American Ambassador	The Honorable (full name> American Ambassador (city), (country)	Sir (Madam): (formal) Very truly yours, Dear Mr. Ambassador: (informal) Sincerely,
American Ambassador (with military rank)	(full rank) (full name) American Ambassador (city), (country)	Sir (Madam): (formal) Very truly yours, Dear Mr. Ambassador: or Dear (rank) (surname): (informal) Sincerely,
Former American Ambassador	The Honorable (full name> (local address) 00000	Dear Mr. Ambassador: Sincerely,
American Minister	The Honorable (full name> American Minister (city), (country)	Sir (Madam): (formal) Very truly yours, Dear Mr. Minister: (informal) Sincerely,
American Minister (with military rank)	(full rank) (full name) American Minister (city), (country)	Sir (Madam): (formal) Very truly yours, Dear Mr. Minister: (informal) Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
American Consul General (full name) or American Consul	American Consul General (or American Consul) (city), (country)	Dear Mr. (surname): Sincerely,

MISSIONS TO THE UNITED STATES

Foreign Ambassador in the United States	His (Her) Excellency (full name) Ambassador of (country) (local address) 00000	Excellency: (formal) Very truly yours, Dear Mr. Ambassador: (informal) Sincerely,
Foreign Minister in the United States	The Honorable (full name) Minister of (country) (local address) '00000	Sir (Madam): (formal) Very truly yours, Dear Mr. Minister: (informal) Sincerely,
Foreign Charge d'Affaires in the United States	Mr. (full name) Charge d'Affaires (local address) 00000	Sir (Madam): (formal) Very truly yours, Dear Mr. Charge d'Affaires: (informal) Sincerely,

THE ORGANIZATION OF AMERICAN STATES

Secretary General of the Organization of American States	The Honorable (full name) Secretary General of the Organization of American States Pan American Union Washington, DC 20006	Sir (Madam): (formal) Very truly yours, Dear Mr. Secretary General: or Dear Mr. (Dr.) (surname): (informal) Sincerely,
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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Assistant Secretary General of the Organization of American States	The Honorable (full name> Assistant Secretary General' of the Organization of American States Pan American Union Washington, DC 20006	Sir (Madam): (formal) Very truly yours, Dear Mr. (Dr.) (surname>: (informal) Sincerely,
United States Representative on the Council of the Organization of American States	The Honorable (full name> United States Representative on the Council of the Organization of American States Department of State Washington, DC 20520	Sir (Madam): (formal) Very truly yours, Dear Mr. (Dr.) (surname): (informal) Sincerely,

UNITED NATIONS

Communications to the United Nations **are addressed to the United States Representative** to the United Nations through the Department of State. Exceptions which are sent directly to the United States Representative include those intended for the Economic and Social Council, the Disarmament Commission, the Trusteeship Council, and the delegation to the General Assembly (when it is in session). Subject to exceptions, direct communication with the United Nations is inappropriate. When necessary, the communication should be sent to the Secretary General of the **United Nations** through the United States Representative by means of a covering letter.

Secretary General of the United Nations	His (Her) Excellency (full name) Secretary General of the United Nations New York, NY 10017	Excellency: (formal) Very truly yours, Dear Mr. Secretary General: (informal) Sincerely,
United States Representative to the United Nations	The Honorable (full name> United States Representative to the United Nations . New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Chairman, United States Delegation to the United Nations Military Staff Committee	The Honorable (full name) Chairman, United States Delegation United Nations Military Staff Committee United States Mission to the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,
Senior Representative of the United States to the General Assembly of the United Nations	The Honorable (full name) Senior Representative of the United States to the General Assembly of the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,
Senior Military Advisor to the United States Delegation to the United Nations General Assembly	(full rank) (full name) Senior Military Advisor United States Delegation to the United Nations General Assembly New York, NY 10017	Dear (rank) (surname): Sincerely,
United States Representative to the Economic and Social Council	The Honorable (full name) United States Representative on the Economic and Social Council of the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,
United States Representative to the United Nations Disarmament Commission	The Honorable (full name) United States Representative on the Disarmament Commission of the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,
United States Representative to the Trusteeship Council	The Honorable (full name) United States Representative on the Trusteeship Council of the United Nations New York, NY 10017	Sir (Madam): (formal) Very truly yours, Dear Mr. (surname): (informal) Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Comulimentary Close
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STATE AND LOCAL Go-

Governor of State	The Honorable (full name> Governor of (name of State) (local address) 00000	Dear Governor (surname): Sincerely,
Acting Governor of a State	The Honorable (full name> Acting Governor of (name of State) (local address) 00000	Dear Mr. (surname): Sincerely,
Lieutenant Governor	The Honorable (full name) Lieutenant Governor of (name of State) (local address) 00000	Dear Mr. (surname): Sincerely,
Secretary of State of a State	The Honorable (full name) Secretary of State of (name) (local address) 00000	Dear Mr. Secretary: Sincerely,
Chief Justice of the Supreme Court of a State	The Honorable (full name) Chief Justice . Supreme Court of the State of (name) (local address) 00000	Dear Mr. Chief Justice: Sincerely,
Attorney General of a State	The Honorable (full name> Attorney General State of (name) (local address) 00000	Dear Mr. Attorney General: Sincerely,
Treasurer, Comptroller, or Auditor of a State	The Honorable (full name) State Treasurer (Comptroller) (Auditor) State of (name) (local address) 00000	Dear Mr. (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Comnlimentary Close
President of the Senate of a State	The Honorable (full name) President of the Senate of the State of (name) (local address) 00000	Dear Mr. (surname): Sincerely,
State Senator	The Honorable (full name) (name of State) Senate (local address) 00000	Dear Mr. (surname): Sincerely,
Speaker of the House of Representatives or the Assembly or the House of Delegates of a State ⁷	The Honorable (full name) Speaker of the House of Representatives (or Assembly or House of Delegates) of the State of (name) (local address) 00000	Dear Mr. (surname): Sincerely,
State Representative, Assemblyman, or Delegate	The Honorable (full name) (name of State) House of Representatives (or Assembly or House of Delegates) (local address) 00000	Dear Mr. (surname): Sincerely,
Mayor	The Honorable (full name) Mayor of (name of city) (local address) 00000	Dear Mayor (surname): Sincerely,
President of a Board of Commissioners	The Honorable (full name) President, Board of Commissioners of (name of city) (local address) 00000	Dear Mr. (surname): Sincerely,

⁷**In most** States, the lower branch of the legislature is the House of Representatives. **In** some States, such as California and New York, the lower house is known as the Assembly. In others, such as Maryland, Virginia, and West Virginia, it is known as the House of Delegates. Nebraska has a one-house legislature. Its members are classed as senators. .

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close'
ECCLESIASTICAL ORGANIZATIONS⁸		
Roman Catholic Church		
The Pope	His Holiness the Pope Vatican City Italy	Your Holiness: (formal) Sincerely, Most Holy Father: (usual) Sincerely,
Cardinal	His Eminence (Christian name) Cardinal (surname) Archbishop of (province) (local address) 00000	Your Eminence: (formal) Sincerely, Dear Cardinal (surname): (informal) Sincerely,
Archbishop	The Most Reverend (full name) Archbishop of (province) (local address) 00000	Your Excellency: (formal) Sincerely, Dear Archbishop (surname): (informal) Sincerely,
Bishop	The Most Reverend (full name) Bishop of (province) (local address) 00000	Your Excellency: (formal) Sincerely, Dear Bishop (surname): (informal) Sincerely,
Monsignor⁹	The Right Reverend Monsignor (full name) (local address) 00000	Right Reverend Monsignor: (formal), Sincerely, Dear Monsignor (surname): (informal) Sincerely,

⁸Additional ecclesiastical information may be found in various current American almanacs.
⁹There are two classes of Monsignor: Domestic Prelates are addressed as The Right Reverend and Papal Chamberlains are addressed as The Very Reverend. The Official Directory will give the correct designations. In the absence of definite information, it is always courteous to address any **Monsignor** as The Right Reverend.

Addressee	Address on Letter and Envelope	Salutation and Comolimentary Close
Monsignor ¹⁰	The Very Reverend Monsignor (full name) (local address) 00000	Very Reverend Monsignor: (formal) Sincerely, Dear Monsignor (surname): (informal) Sincerely,
Priest	The Reverend ¹¹ (full name) (add initials of order, if any) (local address) 00000	Reverend Sir: (formal) Sincerely, Dear Father (surname): (informal) Sincerely,
Superior of a Sisterhood	The Reverend Mother Superior (name of institution) (local address) 00000	Dear Reverend Mother: (formal) Sincerely, Dear Mother (name): (informal) Sincerely,
Sister	Sister (full name) (name of organization) (local address) 00000	Dear Sister (full name): Sincerely,
Superior of a Brotherhood	Brother (name) Superior, (name of institution) (local address) 00000	Dear Brother: Sincerely,
Member of a Brotherhood	Brother (full name) (name of organization) (local address) 00000	Dear Brother (full name): Sincerely,

¹⁰See footnote 9 on page 17.

¹¹In all cases, **The Reverend should not be** used with a surname only, **such** as The Reverend Smith. **There must always** be an intervening Christian name or initial or a title such as Dr., Mr., Ms., or Professor between The Reverend and the surname;

A d d r e s s e e	Address on Letter and Envelope	Salutation and Comnlimentary Close
Protestant Episcopal Church¹²		
Bishop	The Right Reverend (full name) Bishop of (name) (local address) 00000	Right Reverend Sir: (formal) Sincerely, Dear Bishop (surname): (informal) Sincerely,
Archdeacon	The Venerable (full name) Archdeacon of (name) (local address) 00000	Venerable Sir: (formal) Sincerely, My Dear Archdeacon (surname): (informal) Sincerely,
Dean	The Very Reverend (full name) Dean of (church) (local address) 00000	Very Reverend Sir: (formal) Sincerely, Dear Dean (surname): (informal) Sincerely,
Canon	The Reverend (full name) Canon of (church) (local address) 00000	Reverend Sir: (formal) Sincerely, My Dear Canon (surname): (informal) Sincerely,
Rector	The Reverend (full name) The Rector of (name) (local address) 00000	Reverend Sir: (formal) Sincerely, Dear Father (surname): (informal) Sincerely,
Priest	The Reverend (full name) (local address) 00000	Reverend Sir: (formal) Sincerely, Dear Father (surname): (informal) Sincerely,

¹²The names of the clergy of the Episcopal Church may be found in the Episcopal Church Annual.

Addressee	Address on Letter and Envelope	Salutation and Comolimentary Close
Clergy of Other Denominations		
Methodist Bishop	The Reverend (full name) Methodist Bishop (local address) 00000	Reverend Sir: (formal) Sincerely, Dear Bishop (surname): (informal) Sincerely,
Presbyterian Moderator	The Moderator of (name) (local address) 00000 or The Reverend (full name) Moderator of (name) (local address) 00000	My Dear Mr. Moderator: (formal) Sincerely, Dear (Dr. or Mr.) (surname): (informal) Sincerely,
Rabbi (with doctoral degree)	Rabbi (full name) (local address) 00000	Dear Dr. (surname): or Dear Rabbi (surname): Sincerely,
Rabbi (without doctoral degree)	Rabbi (full name> (local address) 00000	Dear Rabbi (surname): Sincerely,
Mormon President ¹³	The President Church of Jesus Christ of Latter Day Saints (local address) 00000	My Dear President: (formal) Sincerely, Dear President (surname>: (informal) Sincerely,
Mormon Bishop ¹³	Bishop (full name) Church of Jesus Christ of Latter Day Saints (local address) 00000	Sir: (formal) Sincerely, Dear Bishop (surname): (informal) Sincerely,
Mormon Elder ¹³	Elder (or Brother) (full name) Church of Jesus Christ of Latter Day Saints (local address) 00000	Dear Elder (surname): Sincerely,

¹³**The** title Reverend is not used in either the Mormon Church or the Seventh-day Adventist. Mr. may be used for any of their ecclesiastical ranks or preferably Elder for their pastors.

Addressee	Address on Letter and Envelope	Salutation and Comolimentary Close
Seventh-Day Adventist President ¹⁴	The President General Conference of Seventh-Day Adventists (local address) 00000	My Dear Mr. President: (formal) Sincerely, Dear President (surname): (informal) Sincerely,
Seventh-Day Adventist Elder ¹⁴	Elder (full name> General Conference of Seventh-Day Adventists (local address) 00000	Dear Elder (surname): Sincerely,
Minister, Pastor, or Rector (with doctoral degree)	The Reverend (full name> (title), (name of church) (local address) 00000	Dear Dr. (surname): Sincerely,
Minister, Pastor, or Rector (without doctoral degree)	The Reverend (full name) (title), (name of church) (local address) 00000	Dear Mr. (surname): Sincerely,
Chaplain (military services)	Chaplain (full name) (rank, service designation) (post office address of organization and station) (local address) 00000	Dear Chaplain (surname): Sincerely,

EDUCATIONAL INSTITUTIONS¹⁵

President of a University or College (with doctoral degree)	Dr. (full name> President, (name of institution) (local address) 00000	Dear Dr. (surname): Sincerely,
President of a University or College (without doctoral degree)	Mr. (full name) President , (name of institution) (local address) 00000	Dear Mr. (surname): Sincerely,

¹⁴See footnote 13 on page 20.¹⁵The names of the governing officials of American colleges and universities may be found in various current American almanacs.

Addressee	Address on Letter and Envelope	Salutation and Comnlimentary Close
President of a Theological Seminary	The Very Reverend (full name) President, (name of institution) (local address) 00000	Dear President (surname) or Dear Dr. (surname): Sincerely,
President of a Religious School (Protestant)	The President of (name of institution) (local address) 00000 or The Reverend (full name) President of (name of institution) (local address) 00000	My Dear Sir (Madam): (formal) Sincerely, Dear Sir (Madam): (informal) Sincerely, or My Dear President (surname): (formal) Sincerely, Dear Dr. (surname): (informal) Sincerely,
Dean of a University or College (with doctoral degree)	Dr. (full name) Dean, School of (name) (name of institution) (local address) 00000.	Dear Dr. (surname): Sincerely,
Dean of a University or College (without doctoral degree)	Dean (full name) School of (name) (name of institution) (local address) 00000	Dear Dean (surname): Sincerely,
Professor (with doctoral degree)	Dr. (or Professor) (full name) Department of (name) (name of institution) (local address) 00000	Dear Dr. (surname): or Dear Professor (surname): Sincerely,
Professor (without doctoral degree)	Professor (full name) Department of (name) (name of institution) (local address) 00000	Dear Professor (surname): Sincerely,
Professor in a Theological Seminary	The Reverend Professor (full name) (name of institution) (local address) 00000	Dear Professor (surname): or Dear Dr. (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Associate Professor or Assistant Professor	Mr. (full name) Associate (or Assistant) P r o f e s s o r Department of (name) (name of institution) (local address) 00000	Dear Professor (surname): S i n c e r e l y ,
Superintendents of Schools (State and local)	The Superintendent of (name) (local address) 00000 or Dr. (Mr. or Ms.) (full: name> Superintendent of (name) Schools (local address) 00000	Dear Sir (Madam): S i n c e r e l y , or Dear Dr. (Mr. or Ms.) (surname): Sincerely,
Board of Education or Members, Board of Education (State and local)	The Board of Education or Mr. (Ms.) (full name) Member, (location) Board of E d u c a t i o n (local address) 00000	Gentlemen: Sincerely, Dear Mr. (Ms.) (surname): Sincerely,
School Board or Member of School Board	The (location) School Board or Mr. (Ms.) (full name> Member, (location) School Board (local address) 00000	Gentlemen : Sincerely, Dear Mr. (Ms.) (surname): Sincerely,
Principal of a School	Mr.' (Ms.) (full name> Principal of (school) (local address) 00000	Dear Mr. (Ms.) (surname): Sincerely,
Teacher	Mr. (Ms.) (full name) (school) (local address) 00000	Dear Mr. (Ms.) (surname): Sincerely;

Addressee	Address on Letter and Envelope	Salutation and Comolimentary Close
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MILITARY¹⁶

Amy, Air Force, Marine Corps

General, Lieutenant General, Major General, Brigadier General	(full grade, name, and abbreviation of service designation) (title) (post office address of organization and station)	Dear General .(surname): Sincerely, 00000
Colonel, Lieutenant Colonel	(same as above)	Dear Colonel (surname): Sincerely,
Major	(same as above)	Dear Major (surname): Sincerely,
Captain	(same as above)	Dear Captain (surname): Sincerely,
First Lieutenant Second Lieutenant	(same as above)	Dear Lieutenant (surname): Sincerely,
Chief Warrant Officer, Warrant Officer	(same as above)	Dear Mr. (surname): Sincerely,
Command Sergeant Major, Sergeant Major	(same as above)	Dear Sergeant Major (surname): Sincerely,

¹⁶**Written** forms of address are the same for female officers and female enlisted personnel as for their male counterparts. Medical Department personnel are addressed by their military titles, regardless of rank. Chaplain⁶ are addressed as Chaplain regardless of grade. **The** customs of the military in the matter of titles and addresses are followed for National Guard and Reserve officer⁶ on active **military duty**.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Chief Master Sergeant, Senior Master Sergeant, Master Sergeant, Master Gunnery Sergeant, First Sergeant, Gunnery Sergeant, Technical Sergeant, Staff Sergeant, Sergeant First Class, Sergeant	(same as above)	Dear Sergeant (surname): Sincerely,
Corporal, Lance Corporal	(same as above)	Dear Corporal (surname): Sincerely,
Specialist, Classes 4 to 6	(same as above)	Dear Specialist (surname): Sincerely,
Private First Class, Private First Class Marines, Private	(same as above)	Dear Private (surname): Sincerely,
Recruit	(same as above)	Dear Recruit (surname): Sincerely,
-Airman First Class, Airman, Basic Airman	(same as above)	Dear Airman (surname): Sincerely,
Retired Officer	(full grade) (full name) (abbreviation of service designation), Retired (local address) 00000	Dear (rank) (surname): Sincerely,

Navy, Coast Guard

Admiral, Vice Admiral, Rear Admiral	(full grade, name, and abbreviation of service designation) (title) (post office address of organization and station) 00000	Dear Admiral (surname): Sincerely,
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Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Commodore	(same as above)	Dear Commodore (surname): Sincerely,
Captain	(same as above)	Dear Captain (surname): Sincerely,
Commander, Lieutenant Commander	(same as above)	Dear Commander (surname): Sincerely,
Lieutenant, Lieutenant (jg)	(same as above)	Dear Lieutenant (surname): Sincerely,
Ensign, Chief Warrant Officer, Warrant Officer	(same as above)	Dear Ensign (surname): Dear Chief Warrant Officer (surname): Dear Warrant Officer: (surname): Sincerely,
Chief Petty Officer	(same as above)	Dear Chief Petty Officer (surname): Sincerely,
Petty Officer First Class, Petty Officer Second Class, and Petty Officer Third Class	(same as above)	Dear Petty Officer (surname): Sincerely,
Seaman, Seaman Apprentice, and Seaman Recruit	(same as above)	Dear Seaman (surname): Sincerely,
Fireman, Fireman Apprentice, and Fireman Recruit	(same as above)	Dear Fireman (surname): Sincerely,

Addressee	Address on Letter and Envelope	Salutation and Comolimentary Close
Airman, Airman Apprentice, and Airman Recruit	(same as above)	Dear Airman (surname): Sincerely,
Construction Man, Construction Man Apprentice, Construction Man Recruit	(same as above)	Dear Construction Man (surname): Sincerely,
Hospitalman, Hospitalman Apprentice, Hospitalman Recruit	(same as above)	Dear Hospitalman (surname): Sincerely,
Dentalman, Dentalman Apprentice, Dentalman Recruit	(same as above)	Dear Dentalman (surname): Sincerely,
Stewardsman, Stewardsman Apprentice, Stewardsman Recruit	(same as above)	Dear Stewardsman (surname) : Sincerely,
Retired Officer	(full grade) (full name) (abbreviation of service designation), Retired (local address) 00000	Dear (rank) (surname): Sincerely,

Service Academy Members

Army or Coast Guard-- Cadet	Cadet (full name) (service designation) (local address) 00000	Dear Cadet (surname): Sincerely,
Navy--Midshipman	Midshipman (full name) (service designation) (local address) 00000	Dear Midshipman (surname): Sincerely,
Air Force--Air Cadet	Air Cadet (full name) (service designation) (local address) 00000	Dear Air Cadet (surname): Sincerely,

Addressee'	Address on Letter and Envelope	Salutation and Complimentary Close
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Military Mail (Overseas)

Army

Show full grade; full name, including first name and middle name or initial; social security account number; organization; APO number and post office through which the mail is to be routed. Example:

General Kenneth A. O'Brien, Jr.
300- 900-02 41
801st Infantry Regt.
APO **New** York 09801

Air Force

Show full **grade; full name**, including first name and middle name or initial; social security account number; Postal Service Center (**PSC**) box number if served by PSC, or organization if not served by PSC (and box number, if appropriate).; APO number and the post office through which the mail is to be routed. Examples:

Personnel Served by PSC:

Airman First Class James **LaVar** Green
FR891-04-1978
PSC Box 913
APO New York 09109

Personnel Served by Unit Mail Room:

Sergeant Montgomery **Stanback**
FR-801-04-0278
124-24 Elect Instl. Sq., Box 139
APO San Francisco 96274

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Navy and Marine Corps	<p>Show full name, including first name and middle name or initial; rank or rating; service number; shore base organization unit with Navy number, or mobile unit designation or name of ship; and the fleet post office (FPO) through which the mail is to be routed.</p> <p>E x a m p l e s :</p> <p>Navy:</p> <p>Mary D. Woodard QMSN 680 92 79 USN USS Irvin Wallace (DD 729) FPO San Francisco 96601</p> <p>Mary D. Woodard, AQF-1, 319 04 02USN U.S. Naval Air Facility FPO New York 09521</p> <p>USMC :</p> <p>Major William Lewis, 139042 USMCR Staff, Fleet Marine Force Pacific FPO San Francisco 96602</p> <p>Lieutenant Joseph Woodard, 020478, USMC U.S. Marine Corps Air Facility FPO San Francisco 96672</p> <p>Dependents Residing with Military Personnel:</p> <p>Miss Mary D. Woodard c/o Sergeant Paul L. Woodard, 021-04-1978 Company A, 1st Bn. 16th Inf. APO New York 09036</p>	

Addressee	Address on Letter and Envelope	Salutation and Comolimentary Close
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Military **Mail (Within** United States)

Army and Air Force Show grade; **full name**, including first name and middle name or initial; social security account number; organization; military installation, State, and the ZIP Code. **Examples:**

Personnel Served by PSC:

Sergeant Keith Watkins, **FR212-03-1978**
PSC Box 1978
Vandenberg AFB, CA 93437

Personnel Served by Unit Mail Room:

Airman First Class Melvin C. Scott, **FR** 002-04-1978
1 Strat Aerosp Div., Box 107
Vandenberg AFB, CA 93437

Navy and Marine Corps Show full name, including first name and middle initial; rank or rating; service number; organization; military installation, and the ZIP Code. **Examples:**

Navy:

Bill Hennessee, **SK2**, 513 02 64 USN
U.S. Naval Supply Depot
Great Lakes, IL 60088

Marine Corp:

Master Sergeant Bill Hennessee, 0204197 USMC
Headquarters Battalion
Headquarters U.S. Marine Corps.
Henderson Hall
Arlington, VA 22214

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
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Dependents Residing with Military
Personnel:

Master Darrell Hennessee
c/o Sergeant William Hennessee, 081-32-1978
Company J. 9th Bn., 9th Lnf.
Fort Gordon, GA 30905

CORPORATIONS, COMPANIES AND FEDERATIONS

A Company or Corporation (name of company or corporation) (local address) 00000	Gentlemen: or Sirs: Sincerely
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A Federation (name of official) (title), (name of federation) (local address) 00000	Dear Mr. (Ms.) (surname): Sincerely,
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MEDICAL¹⁷

Physician (full name), (appropriate abbreviation) (local address) 00000	Dear Dr. (surname): Sincerely,
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Abbreviations¹⁸

C.B.	Bachelor of Surgery
D.O.	Doctor of Osteopathy
D.P.H.	Doctor of Public Health
M.B. (or B.M.)	Bachelor of Medicine
M.D.	Doctor of Medicine
Pod. D.	Doctor of Podiatry

¹⁷**Titles** may be used in connection with Dr. except M.D., D.D., or other degree letters that mean Doctor.

¹⁸**These** abbreviations do not constitute a complete listing but consist of the most frequently used to **serve as** a guideline. Appropriate abbreviations may be found in a standard dictionary and other reference books available from General **Services** Administration. Reference should also be made to incoming correspondence, if any, for correct degree **letters** and titles.

Addressee	Address on Letter and Envelope	Salutation and Comolimentary Close .
Two Physicians	Drs. (full name) and (full name) (local address) 00000 or Drs. (same surname) (local address) 00000	Dear Drs. (surname) and (surname): Sincerely, or Dear Drs. (surname): Sincerely,
Dentist	(full name), (appropriate abbreviation)-- (local address) 00000	Dear Dr. (surname): Sincerely,

Abbreviations¹⁹

B.D.S. Bachelor of Dental Surgery
D.D.S. Doctor of Dental Surgery
D.M.D. Doctor of Dental Medicine
M.D.S. **Master** of Dental Surgery

Veterinarian	(full name), (appropriate abbreviation) (local address) 00000	Dear Dr. (surname): Sincerely,
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Abbreviation^{6 19}

B.V.Sc. Bachelor of Veterinary Science
D.V.M.
(or **V.M.D.**) Doctor of Veterinary Medicine

Pharmacist	Mr. (or Ms.) (full name), (appropriate abbreviation) (local address) 00000 or (full name), (appropriate abbreviation) (local address) 00000	Dear Mr. (or Ms.) (surname): Sincerely, or Dear Dr. (surname): Sincerely,
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¹⁹See footnote 18 on page 31.

Addressee.	Address on Letter and 'Envelope	Salutation and Complimentary Close
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Abbreviations²⁰

Phar .B. Bachelor of Pharmacy
Phar .D. Doctor of Pharmacy
Phar .M. Master of Pharmacy
Ph.C. Pharmaceutical Chemist
R.Ph. Registered Pharmacist

Nurse

Mr. (or Ms.) (full name),
(appropriate abbreviation)
(local address) 00000

Dear Mr. (**or Ms.**) (**surname**):
Sincerely,

Abbreviation²⁰

L.P.N. **Licensed** Practical Nurse
P.N. Practical *nurse*
R.N. Registered Nurse

OTHER ADDRESSES

Single

A Man

Mr. (full name)
(local address) 00000

Dear Sir:
Sincerely,
or
Dear Mr. (surname):
Sincerely,

An Unmarried **Woman**²¹

Ms. (full name)
(local address) 00000

Dear Ms. (surname):
Sincerely,

A Married **Woman**²²
or

Mrs. (husband's full name)
(local address) 00000

Dear **Mrs.** (**surname**):
Sincerely,
or

Widow

Ms. (given name and surname)
(local address). 00000

Dear Ms. (surname):
Sincerely,

²⁰See footnote 18 on page 31.

²¹Use **Miss** if that is known to be the addressee's preference.

²²Use **Ms.** with given name and surname if that is known to be the addressee's preference.

Addressee	Address on Letter and Envelope	Salutation and Complimentary Close
Multiple²³		
Two or More Men	Messrs. (surname) and (surname) (local address) 00000 or Mr. (full name) and Mr. (full name) (local address) 00000	Gentlemen: Sincerely, or Dear Mr. (surname) and Mr. (surname) : Sincerely,
Two or More Men of the Same Name	Messrs. (given name) and (given name) (surname) (local address) 00000 or The Messrs.' (surname) (local address) 00000	Dear Messrs. (surname): Sincerely, or Gentlemen : Sincerely,
Two or More Unmarried Women²⁴	The Mses. (surname) and (surname) (local address) 00000 or Miss (full name) and (full name) (local address) 00000	Ladies (or Mesdames) : Sincerely, or Dear Misses (surname) and (surname):
Two or More Women²⁴	Ms. (full name) and Mrs. (full name) (local address) 00000	Ladies (or Mesdames) : Sincerely ,

²³A letter to two or more persons may be addressed as illustrated or to only one of them when the latter is mentioned by name in the opening paragraph.

²⁴When the names of both men and women occur in the inside address, the individual whose name appears first should be addressed first in the salutation.

APPENDIX 2. CAPITALIZATION

1. **GENERAL.** Problems of capitalization which most often arise in Government correspondence are covered in this chapter. Commonly used principles are briefly stated, and then supported by examples. When to capitalize is shown at the left of the page; when not to capitalize is shown at the right. For words or terms not included here, correct practice can be determined by relating them to the principles that are given. Also see the Government Printing Office Style Manual for other points on capitalization.

2. **PROPER NOUNS.**a. Names of persons, places, and things. (See also paragraphs c-g.)

Capitalize names of persons, places, and things; and their derivative which retain proper noun meanings.

John Macadam, Macadam family
Paris, Parisian
Italy, Italian
Rome, Roman
Capitol in Washington, D.C.

Do not capitalize names which have become common, or their derivative which have general meanings.

macadamized
plaster of paris
italics, italicize
roman (type)
a State capitol

Capitalize city only when it is part of the name.

Oklahoma City

Do not capitalize city when it stands alone or precedes the name.

city of Oklahoma City, the city

A common noun or adjective forming an essential part of a proper name is capitalized.

State of Oklahoma

Do not capitalize the titles following names or used instead of names, except to indicate preeminence or distinction.

the manager of the FSS, the manager
but the President of the United States

Capitalize titles preceding names.

Chairman Jones
Mayor Adams

b. Common nouns used as proper nouns.

Capitalize common nouns used as parts of proper names and of titles.

Massachusetts Avenue
Federal Express
Cape of Good Hope

Do not capitalize when used as a substitute for a name, or to denote time, sequence, or reference.

the longest avenue
the express to Boston
the southernmost cape

Union Station
Budget and Accounting
Procedure⁶ Act
Appendix C
Column 2
Exhibit **107**
the Versailles Treaty

the railway station in Washington
act of 1951

a part **of** **appendix** C
in column 2, p ~~2~~ 3, paragraph 3
a **reprint** of ~~exhibit~~ 107
the treaty of 1919

Capitalize common nouns when used
alone as a well-known short form
of a proper name.

Do not capitalize when **used** in
a general sense.

British Commonwealth: '
the Commonwealth
Cherokee Nation: the Nation
Union of South Africa:
the Union
United States: the States,
the Nation

a commonwealth of nations
a nation of warlike people
a union between families
state's evidence

Capitalize plural forms of common
noun when used as part of a proper
name.

Do not capitalize when used in a
general sense.

Seventh and I Streets
Lakes Erie and Ontario
State and Treasury Department⁶

two old **streets**
these inland lakes
executive departments

c. Names of organized bodies.

(1) Federal Government units.

Capitalize **titles** of the Federal
Government and its units and their
shortened **forms**. Capitalize other
substitutes only to show distinction.

Do not capitalize when used in
a general sense or when referring
to other than a Federal Government
unit.

The U.S. Government: the Federal
Government, the National
Government, the Government
U.S. Congress: 86th Congress
the Senate, the House
Committee of the Whole: the
Committee
Department of Agriculture: the
Department
Division of Grants: the **Division**
Bureau of the Census: the Census
Bureau, the Bureau
Geological Survey: the Survey

democratic **government**, a federal
union, two **national** governments;
city government
a **congress** of citizens
a **senate** or house unit in **Iowa**
committees of the Senate, a PTA
committee
any department of the **government**
a division of the organization
formation of a bureau, the census
bureau in Laurel
a survey of mineral⁶

Interstate Commerce Commission:
the Commission
American Embassy: the Embassy

Department of Defense: Military
Establishment, Armed Forces

U.S. Army: the Army, Regular
Army, the Infantry, 81st Regiment,
Army Band

U.S. Navy: the Navy, Navy (Naval)
Establishment, Marine Corps
non-Federal Government

a commission on trade rights,
interstate commissions
a foreign embassy, the consulate,
the consulate general
a defense establishment, armed
forces exploring the area, also
armed services
an army, Grant's army, infantrymen,
the regiment, the March King's band
naval shipyard, naval station
corps of fighting men
nonfederal aid, federal facility,
government building
FAA headquarters, Washington headquarters,
headquarters, headquarters building

"Administration" (capital A) should be used only as a part of the title 'Federal Aviation Administration' to avoid confusion with the political term "the Administration." The term "agency" (small a) may be used to mean the total **FAA** organization. Do not use "Agency" (capital A) when referring to the **FAA**.

(2) International organizations.

Capitalize names of international
organizations.

United Nations : the Security
Council, the Assembly, the
Secretariat, the International
Court of Justice
World Health Organization

Do not capitalize when used in
a general sense.

united nations in the Middle East,
a council of citizens, a town
assembly, a secretariat for the
director, a citizens' **court**
funds for a health organization

(3) Names of other organized bodies. (For names of Federal Government units and international organizations, see paragraph 6 (1) and (2), preceding.)

Capitalize names of other organized
bodies when used as titles.

Virginia Assembly, West Virginia
House of Delegates
California State Highway Commission:
Highway Commission of California
Dutchland Railroad Company: the
Dutchland Railroad

Do not capitalize when used in
a general sense.

the assembly, the ~~senate~~, the house
of delegates in West Virginia
the highway commission, **the** commission
for highway construction
the railroad company, the railroad
in Pennsylvania

d. Names of members of organized bodies.

Capitalize names.. of **members** of organized bodies to distinguish them from the same words merely in a descriptive **sense**.

Do not capitalize when used in a general **sense**.

a Representative (Member of Congress)
a Republican (member of a political party)
a Catholic (member **of** the Catholic Church)

a representative of a group
a republican form of government

catholic (universal) interest⁶

e. Official designations of countries, domains, and their divisions.

Capitalize names of countries and their divisions when used as proper **names** or as proper adjectives.

Do not capitalize when used in a general sense.

United States: the Republic, the Nation, the Union
New York State: the Empire State
Dominion of Canada: the Dominion
Province of Quebec: the Province
U.S.S.R. (Union of Soviet Socialist Republics): **Cominform** (Communist Information Bureau), Communist International

a republic, ~~two~~ nations, national income, u. ~~n~~ of States (**U.S.**)
church and ~~s~~ate
a dominion of the Western Hemisphere
farming provinces of Canada
a socialist form of government, experiment in communism

f. Names of regions, localities, and geographic features.

Capitalize names of regions, localities, and geographic features when used as proper names.

Do not capitalize terms used to denote mere direction or position.

the North Atlantic States

the West, the Midwest
Equatorial Africa
the Middle East (Asia)
the Promised Land
the Continent

north, south, east, ~~west~~, northerly, northern, northward
road to the west, a **midwest** direction
equatorial countries
middle east of the State
a land of promise
continental boundaries

g. Name of calendar divisions, holidays, historic events, and periods of time.

Capitalize names of months of the year and days of the week.

January, February, March
Monday, Tuesday, Wednesday

Capitalize names of events and of holidays.

Battle of Lexington
War of 1812, World War II
Feast of the Passover
Fourth of July: the Fourth

Do not capitalize names of the season or the words year and century when used with numbers.

fiscal year or fiscal year 1984
spring, summer, autumn, winter
the year 1960, the 20th century

Do not capitalize when used in a general sense.

the battle fought at Lexington
the war years, two major wars
a religious feast
on July the fourth, a national holiday

3. TITLES USED WITH NAMES OR TITLES STANDING FOR PERSONS.

a. Titles preceding names.

Capitalize titles preceding proper names.

President Roosevelt
King George
Chairman McDowell
Ambassador Page

Do not capitalize when used in a general sense.

a president of a club
a king of spades
a chairman of the committee
ambassador at large

b. Titles following names, or titles used alone.

Capitalize titles following proper names, or used alone as **substitutes** for names, when they indicate preeminence.

John Adams, President of the United States; the President, the President-elect, the Executive, the Commander in Chief, Ex-President Adams, a former President

Thomas Howells, Vice President of the United States; the Vice President

Do not capitalize when used in a general sense, or when not indicating preeminence.

Burns Mason, president of the Potomac Railway, president-elect of the union, the executive's suite, a young commander in chief, ex-president of Cullen Institute, a former president of the university
Caleb Johnson, vice president of the Exchange; the vice president of SDA

B. A. Rowland, Secretary of State;
the Secretary, the Acting
Secretary, the Under Secretary,
the **Assistant** Secretary, the
Director, the Chief, **or** the
Assistant Chief

recretariee of the military department⁶
(part of the clerical staff), **but**
Secretaries of the military departments
(heads of Army, Navy, Air Force) .
the director, or chief, or **assie ant**
chief **of** the laboratory

Capitalize titles in the second person.

Your Excellency
Mr. Chairman, Madam Secretary

4. TITLES OF PUBLICATIONS, DOCUMENTS, ACTS, ETC.

Capitalize all words in titles of
publications and documents, except
a, an, the, at, by, for, in, of, on,
to, up, and, • 8, but, if, or, and nor.

Do not capitalize when used apart
from titles or in a general **sense**.

Statutes at Large, Revised Statutes
District Code
Bancroft's **History**
Journal (House or Senate)
American Journal of Science
Monograph 55, Research Paper 123
Senate Document 70, but Senate
bill-416
House Resolution-68, but House
bill 20
Kellogg Pact, North Atlantic Pact
Treaty of Ghent

the applicable statutes
the code of the District
history books
a journal of legislative action
a professional journal
any monograph, a research paper by Sales
a historical document from the Senate

a committee resolution

a pact between nations
the treaty signed at Ghent

5. THE DEFINITE ARTICLE.

Capitalize the word **the** when used as
part of a name or title.

Do not capitalize when **the** is used adjectively .
or with titles of newspapers, periodicals,
vessels, airships, or firm names..

The Dalles (*Oregon*)
The Weirs (New Hampshire)
The Hague
The Attorney General (if **so**
written in copy)

the Dalles region
the Weirs streets
the Hague Court; also the Netherlands
the attorney general of Texas
the Times, the Atlantic Monthly
the Mermaid, the U-3
the National Photo Company

6. PARTICLES IN NAMES OF PERSONS.

Capitalize particle in foreign names or titles--d', da, **della**, du, van, and von.

D'Orbigny
Da Ponte
Du Pont

Capitalize particles in **anglicized** name, even if preceded by a forename or title.

Justice Van Devanter
Samuel F. Du Pont
Reginald De **Koven**

Do not capitalize in foreign names when preceded by a forename **or** title.

Alcide **d'**Orbigny
Cardinal da Ponte
E. I. du Pont de **Nemours &** Company

Do not capitalize when an individual prefers lowercase.

Henry van Dyke (personal usage)
Irene du Pont (personal usage)

7. FIRST WORDS.

Capitalize the first word of a sentence, of a direct quotation, of a line of poetry, or of a formally introduced series of items following a comma or a colon.

The question is, Shall the bill **pass**?
He asked, "And where are you going"?

Lives of **great** men all remind us
We can make our lives sublime.
The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, **3**.

Do not capitalize the first word of a fragmentary quotation.

He objected "to the phraseology,
not to the ideas."

Do not capitalize the first word following a colon, an exclamation point, or question if the matter following is merely a supplementary remark making the meaning clearer.

Revolutions are not made: they come.

APPENDIX 3. ACRONYMS/ABBREVIATIONS

1. GENERAL. Only well-known abbreviations or acronyms should be used. They should be avoided as much **as possible** in writing to persons who may not be familiar with the term.

a. When using an acronym or abbreviation, the phrase should first be spelled out followed by the acronym or abbreviation in parentheses. After this first definition of its meaning the acronym or abbreviation should be used without further explanation.

b. When writing to persons in FAA, well-known **acronyms** need not be defined if **it** is known that the recipient of the letter is familiar with the term.

2. CAPITALS, HYPHENS, PERIODS, AND SPACING.

a. In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as the original word or words. Use a period after each element of the abbreviation, unless through usage the period is omitted. Allow no spaces after periods.

c.o.d. H.R. 116 A.B. St. a.m. J.M. **Jones**

b. Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if **not** contrary to usage.

NASA TWA DOD GMAC AFL-CIO USAF

3. GEOGRAPHIC TERMS.

a. You may abbreviate United States when preceding Government or the name of a Government organization, except in formal writing. Spell out United States when it is used as a noun or when it is used as an adjective in association with **names** of other countries.

U.S. Government
U.S. Congress
U.S. Department of
Agriculture
U.S. Monitor Nantucket

U.S.S. Brooklyn (note abbreviation
for ship)
but British, French, and United
States Governments
United States-British talks

b. With the exceptions noted in paragraph a, preceding, the abbreviation U.S. is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy
U.S. economy
U.S. attorney
U.S. attitude

but foreign policy of the United States
the economy of the United States
United States Code (official title)
United States Steel Corp.
(legal title)

c. Two-letter State and province abbreviations:

UNITED STATES

AL	Alabama	MD	Maryland	PA	Pennsylvania
AK	Alaska	MA	Massachusetts	RI	Rhode Island
AZ	Arizona	MI	Michigan	SC	South Carol ina
AR	Arkansas	MN	Minnesota	SD	South Dakota
CA	Cal if ornia	MS	Mississippi	TN	Tennessee
co	Colorado	MO	Missouri	TX	Texas
CT	Connecticut	MT	Montana	UT	Utah
DE	Delaware	NE	Nebraska	VT	Vermont
FL	Florida	NV	Nevada	VA	Virginia
GA	Georgia	NH	New Hampshire	WA	Washington.
HI	Hawaii	NJ	New Jersey	WV	West Virigina
ID	Idaho	NM	New Mexico	WI	Wisconsin
IL	Illinois	NY	New York	WY	Wyoming
IN	Indiana	NC	North Carol ina	DC	District of
IA	Iowa	ND	North Dakota		Columbia
KS	kansas	OH	Ohio	GU	Guam
KY	Kentucky	OK	Oklahoma	PR	Puerto Rico
LA	Louisiana	OR	Oregon	VI	Virgin Island6
ME	Maine				

CANADA

AB	Alberta	NF	Newfoundland	PE	Prince Edward
BC	British Columbia	NT	Northwest		Island
LB	Labrador		Territories	PQ	Quebec
MB	Manitoba	NS	Nova Scotia	SK	Saskatchewan
NB	New Brunswick	ON	Ontario	UT	Yukon Territory

Other commonly used two-letter and three-letter abbreviation6 are:

BH	Bahama6	BWI	British West	RP	Republic of ama
			Indies		

NOTE: Two-letter and three-letter abbreviations are for **expediting** mail **through the U.S.** Postal Service and will be used **ONLY** on envelopes or inside addresses. Spell out the name in the body of a letter or memorandum.

4. ADDRESSES. Words in an address are usually spelled out. Where brevity is required, these abbreviations following a name **or a** number may be used.

St. --Street	Sq. --Square	Dr.--Drive	NW.--Northwest
Ave.-- Avenue	Blvd.--Boulevard	Ct.--Court	SW.--Southwest
Pl. --Place	Ter.--Terrace	Bldg.-Building	NE.--Northeast
			SE.--Southeast

NOTE: DO NOT ABBREVIATE county, fort, mount, point, and port.

5. NAMES AND TITLES.

- a. Use abbreviations in firm names as they are shown on the firm's letterhead.

J. Dillard & Sons, Inc.

- b. Where brevity in company names is required, the following abbreviations may be used:

Bro.-Brother	Co.--Company	Inc.--Incorporated	L--and
Bros.--Brothers	Corp.--Corporation	Ltd.-Limited	

- c. Do **not** abbreviate Company and Corporation in names of Federal Government units.

Metals Reserve Company	Commodity Credit Corporation
------------------------	------------------------------

- d. Use the following abbreviations after a name:

Jr., Sr.	Degrees: M.A., Ph.D., LL.D.
2d, 3d, II, III (not preceded	Fellowships, orders, etc.:
by a comma)	F.R.S., K.C.B.

- e. Sr. and Jr. should not be used without given name or initials, but may be used in combination with any title.

A.B. Jones, Jr.; not Jones, Jr., or Mr. Jones, Jr.
President J.B. Jones, Sr.

- f. Do not use titles such as Mr., Mrs., Ms., and Dr. in combination with another title or with abbreviations indicating academic degrees.

John Jones, **A.B., Ph.D.**; **not** Mr. John Jones, A.B., Ph.D.
Dick Roe, M.D.; not Dr. Dick Roe, M.D.; or Mr. Dick Roe, M.D.
A. B. Jones, Jr., Esq.; not Mr. A. B. Jones, Jr., Esq.

- g. When the name is followed by abbreviations designating religious and fraternal orders and academic and honorary degrees, arrange the abbreviations in this sequence: Orders, religious first ; theological degrees; academic degree6 earned in course; and honorary degree6 in order of bestowal.

John J. Jones, D.D., **M.A.**, D. Lit.
Richard R. Row, C.S.C., Ph.D., **LL.D.**

6. PARTS OF PUBLICATIONS. Abbreviations may be used to designate parts of **publications** mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals.

app., apps.--appendix, appendixes	pt. pts. --part, parts
art., arts.--article., article6	sec., secs. --section, sections

bull., bulls.--bulletin, bulletins
cl., cls.--clause, clause6
ch., chs.--chapter, chapters
col., cols.--column, columns
fig., figs.--figure, figures
no., **nos.--number, numbers**
p., pp.--page, pages
par., pars.--paragraph, paragraphs
pl., pls.--plate, plates

subch., subchs.--subchapter,
subchapter6
subpar., subpars.--subparagraph,
subparagraphs
subsec., subsecs.--subsection,
subsections
supp., **supps.--supplement,**
supplements
vol., vols.--volume, volumes

7. TERMS RELATING TO CONGRESS. You may use the following abbreviations for the words Congress and session when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables.

82d Cong., 1st **sess.**
1st sess., 82d Cong.
Public Law 64, 74th Cong.

8. ACRONYMS.

a. Specialists tend to be dedicated to the language of their specialty, including it 6 many acronyms. The use of acronyms may become a roadblock to a good, well-written communication, and comprehension is slowed when a reader has to stop and interpret. **Use must** be limited to internal correspondence **which** in turn **should** make **us** more aware of applying the same care and caution when writing to persons outside **the** agency. The meaning of acronyms used must be spelled out in the few instances where the complete avoidance is impractical.

b. If a determination is made to spell out an acronym, it would be written in lower case with the acronym in **parentheses** and in all caps.

airport traffic control tower (**ATCT**)

radar approach control (**RAPCON**)

but

Texas Instrument6 (**TI**) company name

National Airspace **System** (**NAS**) name of a specific svstem

c. After spelling out the acronym the first time, use acronym ONLY dropping the parentheses.

d. A complete list of approved FAA acronyms from Order **1000.15A**, Glossary, is provided for quick reference following this appendix.

FM ACRONYMS

A

MS: airport advisory service
 AC: advisory circular
ACEM: Aircraft Equipment Modification
 ACFI: **FAA Advisory** Committee on Flight Information
ACIC: Aeronautical Chart and Information Center (USAF)
ACW: Aircraft Control and **Warning System**
 ADC: Air Defense Command
 ADF: automatic direction finder
ADIS: automatic data interchange system
 ADIZ: Air Defense Identification Zone
 ADP: automatic data processing
ADSA: air derived separation assurance
AEEM: Airborne Electronic Equipment Modification
AFS: Aeronautical Fixed Service; **Airwav** Facilities Sector
AFTN: Aeronautical Fixed Telecommunications Network
 ACC: automatic gain control
 AID: airport information desk
AIM: Ainnen's Information Manual
AIREP: air report
AIRMET: Airmen's Meteorological Information
ALNOT: alert notice
ALS: approach lighting system
ALTRV: (See Central Altitude Reservation Function)
 AMB: Aircraft Maintenance Base
AME: aviation medical examiner
AMIS: Aircraft Movement Information Service
 API: air position indicator
 ARP: airport reference point
ARSR: air route surveillance radar
 ARTCC: air route traffic control center
 ARTS: automated radar terminal system
 ASB: Aircraft Services Base
ASDE: airport surface detection equipment
 ASF: Aircraft Service Facility
ASR: airport surveillance radar
 ATC: air traffic control (FAR Part 1)
ATCBI: air traffic control beacon interrogator
 ATCRBS: Air Traffic Control Radar Beacon System
ATCSCC: ATC Systems Command Center
ATCT: airport traffic control tower
ATIS: Automatic Terminal Information Service
 ATSCCP: Air Traffic Service Contingency Command Post
 AVC: automatic volume control

B

BLUE: blind landing experimental unit
 BUEC: backup emergency communications
 BVD: beacon video digitizer

C

CAD: Central Aircraft **Dispatch**
CARF: Central Altitude Reservation Function
CAS: (1) calibrated airspeed (**FAR Part** 1); (2) collision avoidance **system**
 CAT: clear-air turbulence
 CCC: central computer complex
 CD: common digitizer
CDC: computer display channel
 CE: **conspicuity** enhancement

CERAP: combined **center/RAPCON**
 CFCF: Central Flow Control Function
CIRVIS: communications instructions reporting vital intelligence sightings
 CNI: communications-navigation-identification
CO/A: Change Order (Aircraft)
 CO/E: Change Order (Electronics)
CONSO: **consolan**
 CP: circular polarization
 CRT: cathode-ray tube
CST: combined station/tower
 CUE: **computer** updating equipment

D

DABS: discrete address beacon system
dba: A-weighted sound pressure **level**
dB: decibel
 DCC: display channel complex
 DCD: double channel duplex
 DCS: double channel simplex
 DDM: difference in depth of modulation
 DEW: Distant Early Warning Line
DEWIZ: Distant Early Warning Identification Zone
 DF: direction finder
 DME: distance measuring equipment
 DH: decision height
 DVFR: Defense Visual Flight Rules

E

EAC: expected approach clearance time
 ECM: electronic counter measures
EFAS: En Route **Flight** Advisory Service
 EFC: expected further clearance time
 EHF: extremely high frequency
 ELT: emergency locator transmitter
 EMC: employee-management cooperation
 EPI: expanded position indicator
EPNdB: (see effective perceived noise level)
 EPNL: effective perceived noise level
EVSS: electronic voice switching system

F

FM: Federal Aviation Administration
 FAR: Federal Aviation Regulations
FAWS: Flight Advisory Weather Service
 FDDL: frequency division data **link**
FDEP: **flight** data **entry** and printout equipment
FIAC: Flight information Advisory Committee
FIPS: Federal Information Processing Standard
 FIR: flight information region (ICAO)
 Fhl: fan marker
 FPD: flight path deviation indicator
 FSK: frequency shift **keying**
 FSS: **flight** service station
 FTC: fast time constant

G

CCA: ground **controlled** approach
GCI: ground controlled intercept
CDL: guidance light facility
CENOT: general notice
GHz: gigahertz
GPI: ground position indicator
CS: glide slope

H

Hi: homer
HAT: **height above touchdown**
HF: **high** frequency
HH: (see homer)
Hz: Hertz

I

IACC: U.S. Government Inter-Agency Air Cartographic Committee
IACC: instantaneous automatic gain control
IAS: indicated airspeed (FAR Part I)
ICAO: International Civil Aviation **Organization**
IFF: **identification friend or foe**
IFR: instrument flight rules (FAR Part 91)
IFSR: international flight service receiving station
IFSS: international flight service station
IFST: international flight service transmitter station
ILAS: instrument low approach **system**
ILS: instrument landing system
IM: inner marker
IMC: instrument meteorological conditions
INREQ: information request
INT: intersection
IP: Initial point
ISLS: improved side lobe suppression

J

JATO: jet assisted **takeoff**

K

kHz: kilohertz

L

LANAC: laminar air navigation and anticollision
LDA: **localizer-type** directional aid
LDIN: **lead-in light facility**
LF: **low frequency**
L/MF: **low-medium** frequency
LMM: compass locator at middle marker
LOC: **ILS localizer**
LOM: compass locator at outer marker
LP: linear polarization

M

mA: milliampere
MAD: maintenance alert directive
MALS: medium intensity approach lights - **5000 cp**

MAP missed approach procedure
MCA: minimum crossing altitude
MCL: Mid-Canada Line
MIDA: minimum descent altitude (FAR Part 1)
MEA: minimum en **route IFR** altitude
MIF: medium **frequency**
MH: (see **homer**)
MHz: megahertz
MLS: microwave landing **system**
MM: middle marker
MOCA: minimum obstruction clearance altitude
MODEM: modulator-demodulator
MRA: minimum reception altitude
MSL: mean sea level
MTI: moving target indicator
MUA: maximum usable altitude
MVA: minimum vectoring altitude

N

NAS: National Airspace **System**
NASP: National Airport System Plan
NATCOM: National Communications Center
NAVAID: air navigation facility
NCC: **NORAD** Control Centers
NCS: National Communication System
NFDC: National Flight Data Center
NFSC: National Field Support Group
NORAD: North American Air Defense Command
NOTAM: Notice to Airmen
NSD: Navigational Situation Display

O

OBS: omnibeaming selector
OAW: off-airways weather station
OM: outer marker
OMNI: (see **VOR**)

P

PAM: pulse-amplitude modulation
PAR: precision approach radar
PCS: power conditioning system
PGP: Planning Grant Program
PIREP: pilot report
PNL: perceived noise level
PNLT: perceived noise level -tone corrected
PPI: plan position indicator
PRF: pulse repetition frequency
PT: procedure **turn**
PWI: (1) pilot warning instnnnent; (2) proximity warning indicator

R

RAIL: runway alignment indicator light.
RAPCON OR **RAPCO**: radar approach control
RATCF: radar air traffic control facility
RBC: rotating beacon ceilometer
RBDE: radar bright display equipment
RCAC: remote center air/ground communication facility

RCC: rescue coordination center
 RCO: remote communications outlet
REIL: runway end identification lights
RENOT: regional notice
RIS: reports identification **symbol**
 RL4: restricted landing area
RMI: radio magnetic indicator
RML: radar microwave **link**
RMLR: radar microwave **link** repeater
RMLT: radar microwave link terminal
RNAV: area navigation
RTOL: reduced takeoff and landing
RTT: radio telemetering theodolite
RVO: runway visibility *observer*
RVR: runway visual range

S

SAFI: semiautomatic flight inspection system
SAGE: semiautomatic ground environment system (USAF)
SALS: short approach light system
SAMB: Secondary Aircraft Maintenance Base
SAR: search and rescue
 SCAN: self-correcting automatic navigation
 SDF: simplified directional facility
SECRA: Secondary **Radar**
SELCAL: selective calling system
 SFL: sequenced flashing lights
 SHF: super-high frequency
SHORAN: short range navigation
 SID: standard instrument **departure**
 SIF: selective identification feature
SIGMET: **significant** meteorological information
SLS: side lobe suppression
SMP: special maintenance project
SPANAT: Systems Planning Approach North Atlantic
 SPAR: **ILS** system performance activity report
 SSF: system support facility
 SSO: **self-sustained outlet**
 STAR: standard terminal arrival route
 STC: sensitivity time control
 STOL: short takeoff and landmg

T

TACAN: tactical air navigation

TCH: threshold crossing height
 TDDL: time-division data **link**
TDI: TACAN distance indicator
 TP: terminating point
TRACAB or TRCAB: terminal radar approach control in tower cab. (See terminal radar approach control)
TRACON OR **TRACO**: terminal radar approach control
 TROPO: tropospheric scatter station
TRS: theodolite recording system
TRSA: terminal radar service area
 TVOR: **terminal** VOR
TWEB: transcribed weather broadcast equipment
 TWS: track while scan.

U

UDF: (See direction finder)
UHF: ultra high frequency
 WDF: (See direction finder)

V

(V1): critical engine **failure** Speed
VASI: visual approach slope indicator
 VDF: (See direction finder)
VFR: **visual** flight **rules** (FAR Part 91)
 VHF: **very** high frequency
VLF: very low **frequency**
VMC: visual meteorological conditions
VOR: **very** high frequency omnidirectional range
VORTAC: (see VOR and TACAN)
VOT: **very** high frequency **omnidirectional** range-test
V/STOL: vertical/short takeoff and landing
 VTOL: vertical takeoff and **land**

W

WAE: (see employee -intermittent)
WMSC: Weather Message Switching Center
 WOC: (see employee - WOC)
 W/P: RNAV way point (FAR Part I)

Z

Z: zulu time

APPENDIX 4. PUNCTUATION

1. GENERAL. Punctuation marks are to the reader what road signs are to the driver. They make it easier to read and understand what someone has written. There are rules, but there are also many exceptions. **Some** punctuation mark⁶ may be substituted , for others without changing the meaning of a sentence or without making it less clear. Good sentences usually need few punctuation marks. The Government Printing Office Style Manual treats punctuation in detail.

2. APOSTROPHE.

a. Use the apostrophe:

(1) To indicate contraction⁶ or omitted letters.

I've it's (it **is**) TV**ers**

(2) To indicate the coined plurals of figures, letters, and symbols.

1890's p's and q's **ATC's** **FAA's** **FSS's** **ILS's** **+'s**

(3) To show possession. Add **'s** when the noun does not end with an **s** sound. Add only the apostrophe to a noun that ends with an **s** sound.

officer's Mars' hostess' **Co.'s** COB.' Jones' Joneses' **Schmitz'**

(a) To show possession in compound nouns, add the apostrophe **or** **'s** to the final word.

brother-in-law's secretary-treasurer's

(b) To show joint possession in nouns in a series, add the apostrophe **or** **'s** to the last noun.

soldiers and sailors' home

(c) To show separate possession in a series, add the apostrophe **or** **'s** to each noun.

John's, Thomas', and Henry's ratings

(d) To show possession in indefinite pronouns, add the **apostrophe** **or** **'s** to the last component of the pronoun.

someone's **desk** somebody else's book⁶ others' homes

b. Do not use the apostrophe:

(1) To form the possessive of personal pronouns*

theirs **yours** , hers its

(2) To form the plural of spelled-out numbers, of words referred to as **words**, and of words already containing an apostrophe. Add 'a, however, if it makes the plural easier to read.

twos and threes ifs, **ands**, and buts yeses and noes
do's and **don'ts** which's and that's

(3) To follow names of countries and other organized bodies ending in **s** or after words more descriptive than possessive (not indicating personal possession), except when the plural does not end in a.

United States control United Nations meeting
merchants exchange children's hospital

(4) When acronym is in parentheses.

Federal Aviation Administration's (FAA)

3. BRACKETS.

a. Use brackets in pairs:

(1) To enclose a correction.

He arrived at 13 [12] o'clock.

(2) To supply something omitted.

Mr. Adams [arrived] late.

(3) To explain or to identify.

The president pro **tem** [Arnold] spoke briefly.

(4) To instruct or to add comment.

The report is as follows [read first paragraph]:

(5) To enclose **sic** when. it is used to show that an error in a quotation has been recognized but not changed.

It's [sic] counterpart is missing.

b. Use a single bracket at the beginning of each paragraph but only at the close of the last paragraph, **when** extensive material is enclosed.

4. COLON. Use the colon:

a. To separate an introductory statement from explanatory or summarizing material that follows.

The board consists of three officials: -Chairman, vice chairman,
and recorder-secretary.

Give up conveniences; do not demand special privileges; do not
stop **work**; these are necessary while we are at war.

b. To introduce formal statements, questions, or quotations.

The committee stated the principle thus: In our foreign relations,
people instead of governments are our first concern.

The following question came up for discussion: What policy should
be adopted?

He said: [If the quotation is not more than one sentence, use a
comma instead of a colon.]

c. To follow all salutations (formal and informal).

Dear Mr. Franklin:

Ladies and Gentlemen:

To Whom It May Concern:

Dear John:

d. To separate the hour and the minutes in clock time.

8:15 a.m. to **11:59** p.m. 8 a.m. to 11 p.m. **8:15** a.m. to 11:00 p.m.

e. To follow introductory headings which lead directly to subentries.

Policy:

General:

Salaries

Responsibilities

. Specific:

f. To separate parts of citations.

Luke **4:3** Journal of Education **3:342-359**

g. To indicate proportion (use double colon as ratio sign):

1:2::3:6

5. COMMA.

a. Use the comma:-

(1) 'To separate words or figures that might **otherwise** be **misunderstood** or misread.

Instead of hundreds, thousands came.	Out of each 20, 10 are rejected.
To John, Smith was very helpful.	What the difficulty is, is .
	not known .

(2) To set off 'introductory or explanatory words that precede, break, or follow a short direct quotation. The **comma** is not needed if a question mark or an exclamation point is already part of the quoted matter.

I said, 'Don't you understand the question?'
"I understand it ," she replied, "but I disagree with the **answer**."
'Why?' he said.
"It's unreasonable!" she exclaimed.

(3) To indicate the omission of an understood word or words.

Then he was enthusiastic; **now**, indifferent.

(4) To separate a series of modifiers of equal rank.

'It is a young, eager, and intelligent group.
but--Be is a clever young man. (No comma when
the final modifier is considered part of the
noun modified.)

(5) To follow each of the members within a series of three 'or more when the last two members are joined by **and**, or, or **nor**.

horses, mules, and cattle	neither snow, rain, nor heat
by the bolt, by the yard,	by 5, 10, or 20
or in remnants	

(6) To separate an introductory phrase from the subject it modifies.

Beset by the enemy, they retreated.

(7) Before and after Jr., Sr., academic degrees, and names of States preceded by names of cities, within a sentence.

Henry Smith, Jr., chairman	Smith, Henry, Sr.
Washington, D.C., schools	

- (8) To set off parenthetic words, phrases, or clauses.

It is obvious, therefore, that this office cannot function.
The atom bomb, developed by the Manhattan project, was first
used in World War II.

but--The person who started that fire is undoubtedly an
arsonist. (No comma necessary, since the clause "who
started that fire" is essential to identify the person.)
He therefore gave up the search.

- (9) To set off words or phrases in apposition or in contrast.

Mr. Jay, attorney for the plaintiff, asked for a delay.
You **will** need work, not words.

- (10) To separate the clauses of a compound sentence if they are joined
by a simple conjunction such as or, nor, and, or but.

The United States will not be an aggressor, nor will it tolerate
aggression by other countries.

- (11) To set off a noun or phrase in direct address.

Mr. President, the motion has carried.

- (12) To separate the title of an official and the name of his/her organization
in the absence of the words of of the.

Manager, Insurance Branch Chairman, Committee on Appropriations

- (13) To separate thousand, millions, etc., in numbers of four or more
digits.

4,230 50,491 1,000,000

- (14) To set off the year when it follows the day of the month in a specific
date within a sentence.

The reported dates of September 11, 1943, to June 12, 1955, were
erroneous.

- (15) To separate a city and state.

Cleveland, Ohio Washington, DC

b. Do **not** use the comma:

(1) To separate the month and year in a date.

Production for June 1955
On 5 July 1956 we dedicated the arsenal.
(Military form of date.)

(2) To separate units of numbers in built-up fractions, decimals, page numbers, serial numbers (except patent numbers), telephone numbers, and street addresses.

1/2500	Motor No. 189463
1.9047	639-3201
page 2632	1727-1731 Broad Street
1450 kilocycles, 1100 meters (no comma unless more than four digits, radio only)	

(3) To precede an ampersand (&) or a dash.

Greene, Wilson & Co. (except in indexes: Jones, A. II., & Sons)
There are other **factors**--time, cost, and transportation--but quality is the most important.

(4) To separate two nouns one of which identifies the other.

The booklet "Infant Care" Wilson's boat The Maria

(5) To separate the name and the number of an organization.

Western Legion Post No. 12

6. **DASH.** Use the dash (**two** hyphens and no spaces):

a. To mark a sudden break **or** abrupt change in thought.

He said--and no one contradicted him--"The battle is lost."
If the bill should pass--which Heaven forbid!--the service **will** be **wrecked**.

b. To indicate an interruption or an unfinished word or sentence.

He said, "Give me lib-" **Q.** Did you see--? **A.** No, sir.

C. To serve instead of **commas or** parentheses, if the meaning is clarified by the dash.

These are shore deposits--gravel, sand, and clay--but marine sediments underlie them.

d. To introduce a final clause that summarizes a series of ideas. (See **also** paragraph **4a**, preceding, for use of the colon.)

Freedom of speech, freedom of worship, freedom from **want**, freedom from fear--these are the fundamentals of moral world order.

e. To follow an introductory phrase leading into two or **more** successive lines and indicating repetition of that phrase.

I **recommend--**

That we accept the rules
That we publish them

f. To serve instead of a colon when a question mark closes the preceding idea.

How can you explain this?--"Fee paid, \$5."

g. To precede a credit line or signature.

Still achieving, still pursuing,
Learn to labor and to wait.

--Longfellow

This statement is open to question.--Gerald **H.** Forsythe

7. EXCLAMATION POINT. Use the exclamation point **to** mark surprise, incredulity, admiration, appeal, or other strong emotion which may be expressed even in a declarative or interrogative sentence.

How beautiful!
"Great **!**" he exclaimed
O Lord, save Thy people!

Who shouted, "All aboard **!**"
(question mark omitted)

8. HYPHEN. Use the hyphen:

a. To connect the elements of certain compound words. (See also appendix 6 on compound words.)

mother-in-law	self-control	walkie-talkie
ex-governor	E-bomb	quasi-academic

b. To indicate continuation of a word divided at the end of a line. (See also appendix 7 on word division.)

- c. To separate the letters of a word which is spelled out for emphasis.

d-o-l- l-a-r-s

9. PARENTHESES.

- a. Use parentheses:

(1) To set off matter not part of the main statement or not a grammatical element of the sentence, yet important enough to be included.

Mr. Kelley (to the chairman)

Q. (Continuing.)

A. (Reads:)

The result (see figure 2) is most surprising.

(2) To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate, not in **Littre**) nor in English dictionaries.

(3) To **enclose** an explanatory word that is not part of the statement.

The Erie (PA.) Ledger; but the Ledger of Erie, PA.

(4) To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

(5) To enclose a reference at the end of a sentence. Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains **more** than one parenthetical reference, the parenthesis closing the reference at the end of the sentence is placed before the period.

The specimen exhibits both phases (**pl. 14, A, B**).

The individual cavities show great variation. (See **pl. 4.**)

This sandstone (see **pl. 6**) occurs in every county of the State (see **pl. 1**).

- b. Use a single parenthesis:

At the beginning of each paragraph but only at the close of the last paragraph, when extensive material is enclosed.

10. PERIOD. Use the period:

a. To end a declarative sentence that is not exclamatory and **to** end an imperative sentence.

Be works for **Johnson & Sons, Inc.**
Do not be late.

b. **To** end an indirect question or a question intended as a suggestion and not requiring an answer.

Tell me how the **rocket** was launched.
May we hear from you **soon.**

c. To indicate omission within a sentence" use three periods without spaces between; at the end of a sentence, four. This is called an ellipsis.

He called...and left.... He returned the next day.

d. To follow abbreviations unless by usage the period is omitted.

gal. NE. qt. **but** TVA **USDA**

NOTE : **In** abbreviations made up of single letters, no space is allowed between the period and the following letter except that one space is allowed after the periods following the initials in a proper name.

11. QUESTION MARK. Use the question mark:

a. To indicate a direct query even if not in the form of a question.

Did he do it?
Be did what?
Can the money be raised? is the question.
Who asked, "Why?" (Note single question mark.)

b. To express more than one query in the same sentence.

Can he do it? or you? or anyone?

c. To express doubt.

He said the boy was 8(?) feet tall.

1 2 . QUOTATION MARKS.

a. Use quotation marks:

(1) To enclose a direct quotation. Single quotation marks are used to enclose a quotation within a quotation.

The answer is "No."

"Your order has been received," 'they wrote.

He said, "John said 'No. '"

"John," said Henry, "why do you go?"

"The equipment will be forwarded promptly.'

(2) To enclose any matter following the terms entitled, the **word**, the **term**, **marked**, endorsed, or **signed**. Do not use them to enclose expressions following the **terms known as**, called, m-called, etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An Act"

It was signed "John."

After the word "treaty," insert a comma.

The so-called investigating body.

(3) To enclose misnomers, slang expressions, nicknames, or ordinary words used in an arbitrary way.

(4) When a quotation of less than two lines is run into the text. (A quotation of more than two lines is blocked five spaces from the left and right margins of the text and quotation marks are **omitted**.)

b. Limit quotation marks, if possible, to three sets (double, single, double).

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States? '"

c. Place punctuation inside or outside quotation marks as follows. Always type the comma and the final period inside the quotation marks. Other punctuation marks are placed inside if they are a part of the quoted matter.

"The President," he said, "will veto the bill."

The trainman shouted, "All aboard!"

Is this what we call a **"Correspondex"**?

"Have you an application form?"

Who asked, "Why?"

13. SEMICOLON. Use the semicolon:

a. To separate independent clause6 not joined by a conjunction or joined' by a **conjunctive adverb** such as hence, therefore, **however**, moreover, etc.

The report is not ready today; it may be completed by Friday.
The allotment ha6 been transferred to **the Production** Division;
hence, construction of the partition6 must be delayed.
The Director publicly commended us for our report; however,
he later asked us to rewrite the conclusion.

b. To separate two or more phrases or clauses with internal punctuation.

Robert **M.** Roman, chairman of the union, will travel in **most of southern** Europe; in all of the Near East; and, in case there is time, along the northern, western, and southern coasts of Africa.
If you want your writing to be worthwhile, give it unity; if **you** want it to be easy to read, give it coherence; and, if you want it to be interesting, give it emphasis.
Incidents occurred in Seattle, Washington; Denver, Colorado; and Boise, Idaho.

c. To separate statements that are too closely related in meaning to be written a6 separate sentences.

No; we receive one-third.
War is destructive; peace, constructive.

d. To precede **words** or abbreviations which introduce a **summary or** explanation of **what** ha6 gone before in the sentence.

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject classification.
The industry is related to group6 that produce finished goods; i.e., electrical machinery and transportation equipment.

NOTE: The semicolon is to be avoided where a comma will suffice.

APPENDIX 5. NUMERALS

1. GENERAL. Whether to express a number in figure6 or to **spell** it out is often a troublesome choice. This appendix covers **most** of the principles needed to make a choice. It first treats numbers that are spelled out. Then it deals with numbers that are **expressed** in figures, confining the rules to **small** numbers, usually those under a thousand. The third part covers large numbers, some of which may be written in text by combining figure6 and words. Further instruction6 as to the accepted method of writing numerals are found in the **Government** Printing Office Style Manual. The following suggestion6 offer overall guidance in choosing the best method of expressing a number.

a. Spell out number6 at the beginning of a sentence. If possible, do not begin sentence with routing symbols as they are alphabetical numerical codes used **primarily** for mail distribution. Number6 under 10 are to be spelled out except **when** expressing time, money, and measurement.

b. Use Arabic numerals rather than Roman numerals.

c. Except in legal documents, avoid repeating in numerals a number which has been spelled out.

2. NUMBERS SPELLED OUT.

a. Single number6 of less than 10 within a sentence.

six horses	five recommendations
three times as large	seven machine gun6

b. When 2 or more numbers appear in a sentence and 1 of them is 10 or more, figure6 are used for each number.

Each of **15** major commodities (**9** metal and 6 nonmetal) **was** in supply.
Each **of** nine major commodities (five metal and four nonmetal) was in supply.

c. Numbers of less than 100 preceding a compound modifier containing a figure.

two 3/4-inch board6	but 120 8-inch boards
twelve 6-inch guns	

d. Round number6 and indefinite expressions.

a hundred cows, dollars, men	but 100-odd pupils, 250-fold
the early seventies	but the 1870's , not the '70's or 70's
in the eighties	
midsixties	but mid-1961
a thousand and one reasons	
less than a million dollar6	

- e. Numbers **used** with serious and dignified subjects and in formal writing.

The Thirteen **Original** States in the year nineteen hundred
millions for **defense** but not and sixty-five
one cent for **tribute**.

- f. Large numbers denoting amounts which are formally spelled out, as in legal work, are expressed as follows:

one thousand six hundred fifty-two thousand one hundred and
and twenty ninety-five
eight thousand and ninety-two nine hundred and seventy-three
eight hundred and eighty-two thousand

- g. Fractions standing alone or followed by of a or of **an**.

one-half inch three-fourths of an inch
one-half of a farm, not $1/2$ **not** $3/4$ inch or $3/4$ of an inch
of a farm **but** $1/2$ to 1 $3/4$ pages

- h. Ordinal numbers less than 10th. (**See** also paragraph 3d following.)

First Congress eighth parallel
ninth century Second Street
Ninth Avenue

3. NUMBERS EXPRESSED IN FIGURES.

- a. Single numbers of 10 or more within a sentence.

50 ballots, guns, horses nearly 10 miles about 40 men

- b. Serial numbers. (Commas are not used in serial numbers.)

Bulletin 725 pages 352-357 HE 5-9020 1900 19th Street 290 U.S. 325

- c. Quantities, measures, and time.

(1) Ages.

6 years old 52 years 10 months 6 days a **3-year-old** boy

(2) 'Dates.

June 1959; June 20, 1959**not** June, 1959, or
June **20th**, 1959

March 6 to April 15, 1959

not March **6, 1959, to**
April 15, 1959**15 April 1960** (military) .4th of July, **but** Fourth of July,
meaning the **holiday**the 1st (day) of the month, **bat**
the last of April or the first
of May, not referring to specific
daysFY1984 (without dash) **or FY-84--either**
is acceptable

(3) Decimals. Place a zero **before** a decimal where **there is no unit**, except **in** market quotations. (See paragraph (5) following.) Omit decimal point and zeros after a number unless the zero is needed to indicate exact measurement.

0.25 inch 1.25 gage height 10.0 approximately 10 feet

(4) Degrees

longitude **77° 08'06''E.**(spaces **omitted**)latitude **49° 26 ' 16 ''N.****104°** temperaturean angle of **57°****but** two degrees of justice

(5) Market quotations.

4 **1/2-percent** b o n d s
Metropolitan Railroad, 109Treasury bonds sell at 95
sugar, **.03; not 0.03**

(6) Mathematical expressions.

'multiplied by 3

divided by 6

(7) Measurements.

7 meters, yards, miles, acres, bushels, **but tenpenny** nail,
f o u r f o l d , t h r e e - p l y2 feet by 1 foot 8 inches by 1 **foot** 3 inches**8** by 12 inches**20/20** vision

2,500 horsepower

6-pounder

10 yards

6 acres1 **1/2** mile(8) Money. (See also paragraphs **2d**, preceding, and 4, following.)**\$0.75** or 75 cents.**0.5** cent**\$3.65****\$3 (not \$3.00)** per 200 pounds**but \$3.00 to \$3.65**

(9) Percentages.

23 percent	25.5 percent	0.5 percent or one-half of 1 percent
5 percentage points		SO-50 (colloquial expression)

(10) Proportion.

1 to 4	1:62,500	1-3-5
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(11) Time.

6 hours 8 minutes 20 seconds	half past 4 or 4:30 a.m.
10 years 3 months 29 days	12 m. (noon) and 12 p.m. (midnight)
but four centuries, three decades	1300 (military time) not 1300 hours
10 o'clock or 10 p.m.	any one year
not 10 o'clock p.m. or 10:00 p.m.	four afternoons
10 p.m., 10:30 p.m.	
but 10:00 p.m. to 10:30 p.m.	

(12) Unit modifiers.

5-day week	8-year-old wine	8-hour day	10-foot pole
but a two-story house	a five-man board	\$20 million airfield	

d. Ordinal numbers of 10th or more. (See also paragraph **2h**, preceding.)

20th century	82d Congress	20th Congressional District
17th region	171st Street	200th Place
the 9th and 10th times		He represented the 1st, 4th , and 12th wards

e. Military units are always expressed in figures except at the beginning of a sentence. (Exception: Corps, which is expressed in Roman numerals.)

2d Infantry Division	323d Fighter Wing	5th Fleet
7th Air Force	9th Naval District	XII Corps

4. LARGE NUMBERS. Large numbers are usually expressed in figures; however, numbers **larger** than a million which end in four or more zeros may be expressed in text by combining figures and words. In **the examples which** follow, preference is based on the ease-with which the number can be grasped in reading.

<u>Amount Expressed in Figures</u>	<u>Preferable in Text</u>	<u>Acceptable in Text</u>
299,789,665.....	299,789,665	
\$1,200,390,180.....	\$1,200,390,180	
\$12,000,000*.....	\$12 million.....	12 million dollars
\$1,000,000,000*.....	\$1 billion.....	1 billion dollars or one billion dollars
3,250,000*.....	3.25 million.....	3 1/4 million or three and one-fourth million or three and one-quarter million
750,000,000*.....	750 million.....	3/4 billion or three-fourths of a billion three-quarters of a billion
9,000,000 to 1,000,000,000*.....	9 million to 1 billion.....	nine million to one billion

*Correct for tabular work and for text when **used** with other numbers ordinarily. written in figures, as "\$12,000,000 and \$9,250,600."

APPENDIX 6. COMPOUND WORDS

1. GENERAL. A compound **word** conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but separates the component words, and thus aids readability and correct pronunciation. In this chapter, basic rules for compounding are given first and are followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on putting together combining forms. Word forms are constantly changing. The correct form for use in the Government is found in the Government Printing Office Style Manual. A "Guide **to** Compounding" follows this appendix.

2. BASIC RULES.

a. Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning.

banking hours	census taker	fellow citizen	palm oil
blood pressure	day laborer	living costs	patent right
book value	eye opener	mountain laurel	training ship

b. Compound two or more words to express an idea that would not be as clearly expressed in separate words.

afterglow	cupboard	employee-year	right-of-way
bookkeeping	employee-hour	newsprint	workload

c. In a derivative of a compound, keep the solid or hyphenated form of the original compound unless otherwise indicated for particular words.

coldbloodedness	ill-advisedly	praiseworthiness
footnoting	outlawry	railroader

3. SOLID COMPOUNDS.

a. When any, every, no, and **some** are combined with body, thing, and where, type as one word. Type as separate words some one, every **one**, and similar combinations which refer to a particular person or thing. To avoid mispronunciation, type no one as two words at all times.

anybody	anywhere	nobody	somebody
anyone, but	everybody	no one	someone
any one thing	every thing	nothing	something
anything	everywhere	nowhere	

b. Type as one word compound personal pronouns.

herself	myself	ourselves	yourself
himself	o n e s e l f	themselves	y o u r s e l v e s

c. Type as one word compass directions consisting of two points, but **use** a hyphen after the first point when three points are combined.

northeast	north-northeast	southwest	south-southwest
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4. UNIT MODIFIERS.

a. Place a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified except as shown in paragraph b following. This use of the hyphen applies particularly to combinations in which **one** element is a present or past participle.

a 4-percent increase	Federal-State-local cooperation	long-term loan
Baltimore-Washington road	guided-missile program	lump-sum payment
drought-stricken area	large-scale project	multiple-purpose uses
English-speaking nation	law-abiding citizen	U.S.-owned property

b. Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence.

Atomic energy power	life insurance company	social security pension
civil service examination	parcel post delivery	soil conservation measures
income tax form	real estate tax	special delivery mail
land bank load		

c. Generally, do not use a hyphen in a two-word unit modifier the first element of which is an adverb ending in ly; do not use hyphens in a three-word unit modifier the first two elements of which are adverbs.

eagerly awaited moment	but ever-normal granary
heavily laden ship	ever-rising flood
unusually well preserved specimen	still-new car
very well defined usage	still-lingering doubt
very well worth reading	well-known lawyer
not too distant future	well-kept farm
often heard phrase	

d. Proper nouns used as unit modifiers, either in their basic or derived forms, retain their original form but the hyphen is printed when combining forms.

United States laws	Red Cross nurse	Swedish-American descent
Latin American countries	Winston-Salem regional	Minneapolis-St. Paul region
	off ice	

e. Do not confuse a modifier with the word it modifies.

gallant serviceman	well-trained schoolteacher	American flagship
average taxpayer	wooden-shoe maker	hut American-f lag ship
but income-tax payer	tomato-canning factory	

f. Retain the hyphen where two or more hyphenated compounds have a **common** basic element and this element is omitted in all but the last term.

8- , 10-, and 16-foot boards	moss- and ivy-covered walls
2- by 4-inch boards but 2 to 4 inches wide	not moss and ivy-covered walls

g. Do not use a hyphen in a foreign phrase used as a unit modifier.

en route student	per capita tax	prima facie evidence
ex officio member	per diem employee	

h. Do not use a hyphen in a unit, modifier which contains a letter **or** a number as its second element.

article 3 provisions	grade A eggs	point 4 program
ward D patients	strontium 90 effects	

i. Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term.

"blue sky" law	"good neighbor" policy	"tie-in" sale
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5. PREFIXES, SUFFIXES, AND COMBINING FORMS.

a. Type compounds which contain prefixes or suffixes as one word without a hyphen except as **shown** in paragraphs b, c, and d following. Use a hyphen to avoid doubling a vowel or tripling a consonant, except after the prefixes co, de, pre, pro, and re.

agencywide	deemphasis	nationwide	semiofficial
antedate	extracurricular	northward	shell-like
anti-inflation	homestead	offset	thimble-eye
biweekly	Inverness-shire	preexisting	twofold
brass-smith	micro-organisms	reenact	ultra-atomic
cooperation	misstate	semi-independent	

b. Use a hyphen to avoid confusion.

anti-hog-cholera serum	non-civil-service position	re-treat (treat again)
.co-op	re-sort (sort again)	un-ionized

c. Type with a hyphen the prefixes **ex**, **self**, and **quasi**.

ex-governor	self-control	quasi-argument
ex-serviceman	self-educated	quasi-corporation
ex-trader	quasi-academic	quasi-judicial

d. Use a hyphen to join a prefix to a capitalized **word**, unless usage is otherwise.

anti-Arab	but nongovernmental
pro-British	overanglicize
un-American	transatlantic
non-FAA	

6. NUMERICAL COMPOUNDS.

a. Type a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

1-hour day	3-week vacation	but one hundred and twenty-one
6-footer	24-inch ruler	100-odd
10-minute delay	twenty-one	foursome

b. Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both.

one-thousandth	twenty-one thirty-seconds	two one-thousandths
three-fourths of	twenty-three thirtieths	two-thirds
an inch		

7. IMPROVISED COMPOUNDS.

a. Use a hyphen between the elements of an improvised compound serving as an adjective or a noun.

how-to-be-beautiful course	let-George-do-it attitude
know-how	stick-in-the-mud
know-it-all	

b. When the noun form is printed in separate words, always hyphenate the corresponding verb form.

blue-pencil	cold-shoulder	cross-brace
-------------	---------------	-------------

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Appendix 6

8. COMPOUND WORDS PECULIAR TO THE FAA.

The space that follows is provided for any compound words used by your facility.

9 . **GUIDE TO COMPOUNDING.** The Government Printing Office Style Manual outlines the rules for **compounding** in Government correspondence. The **following** is extracted from Chapter 7 of that manual. The abbreviation **adv.** (adverb), **n.** (noun), **v.** (verb), **u.m.** (unit modifier), **pref.** (prefix), **c.f.** (combining form), and **conj.** (conjunction) indicate function. Words printed **flush** are combined with the word which follows to form solid or hyphenated compounds; a spacemark (#) indicates a two-word form (note that two-word forms in the adjective position use a hyphen except as laid down in rules 6.16, 6.21, and 6.24 of the Government Printing Office Style Manual).

A

A	actino (c.f.) <i>all one word</i>	conch	port (all meanings)	along
BC's (n.)	addle	-condition (all forms)	scoop	ship
-B-C (u.m.)	brain	-cool (v.)	show	shore
-bomb	head	-cooled (u.m.)	sleeve	side
-day	pate	course	ship	alpen
-flat	add-on (u.m.)	crew	rick	glow
-frame	ideno (c.f.)	-dried (u.m.)	slaked (u.m.)	stock
-pole	<i>all one word</i>	-drive (u.m.)	space	alpha
-sharp	iero (c.f.)	dro:	speed	-cellulose
aborning, etc.	-otitis	drop	stream	-iron
foot	<i>rest one word</i>	-dry (u.m., v.)	strike	-naphthol
while (adv.)	fore	fare	strip	also-ran (n., u.m.)
abdomino (c.f.)	<i>all one word</i>	-floated (u.m.)	# time (radio and TV)	alto
all one word	afro-American	flow	<i>wave</i>	cumulus
able	ifter (c.f.)	foil	older-leaved (u.m.)	relievo
-bodied (u.m.)	<i>all one word</i>	-formed (u.m.)	le	stratus
-minded (u.m.)	agar-agar	frame	cup	amber
about-face	age	freight	-fed (u.m.)	clear (u.m.)
above	less	gap	glass	colored (u.m.)
cited (u.m.)	long	glow	rkali # land	-tipped (u.m.)
deck	old (u.m.)	hammer	all	ambi (c.f.)
-found (u.m.)	stricken (u.m.)	head	-absorbing (u.m.)	<i>all one word</i>
-given (u.m.)	-weary (u.m.)	bole	-aged (u.m.)	amidships
ground (u.m.)	ague	hoee .	-American	amino
-mentioned (u.m.)	-faced (u.m.)	lane	-clear (n., u.m.)	# acid
-named (u.m.)	-plagued (u.m.)	lift	-fired (u.m.)	<i>as prefix, all one word</i>
-said (u.m.)	-sore (u.m.)	line (line for air)	-flotation (mining)	ampere
-water (u.m.)	ide-de-camp	line (aviation)	-inclusive (u.m.)	-foot
-written (u.m.)	ir	liner	mark (printing)	-hour
absentminded	bag	link	-out (u.m.)	meter
ace-high (u.m.)	base	locked	-possessed (u.m.)	-minute
acid	bill	mail	-round (u.m.)	-second
fast	blast	mark (v.)	spice	ndhi (pref.)
-treat (v.)	-blasted (u.m.)	marker	-star (u.m.)	<i>all one word</i>
work	blown	mass	llo (c.f.)	amylo (c.f.)
ack-ack	brake	minded	<i>all one word</i>	<i>all one word</i>
acre	brush	park	magiver	anchor
-foot	burst	path		hold
-inch	cargo	photo		#light
	-clear (u.m.)			plate

angel cake eyed (u.m.) -faced (u.m.) food angio (c.f.) <i>all one word</i> angle h o o k meter wing Anglo (c.f.) -American, etc. <i>rest one word</i> anhedral (c.f.) <i>all one word</i> ankle bone deep (u.m.) jack ant eater hill ante (pref.) # bellum, etc. Christian, etc. # mortem mortem (nonliteral) <i>rest one word</i> antero (c.f.) <i>all one word</i> ● nthra (c.f.) <i>all one word</i> ● nthropo (c.f.) <i>all one word</i> anti (pref.) -American, etc. christ	god -hog-cholera (u.m.) -icer, -imperial, inflation, etc. -missile-missile (u.m.) mimile, personnel, trust, etc. -New # Deal, etc. <i>rest one word</i> antro (c.f.) <i>all one word</i> anvil -faced (u.m.) -headed (u.m.) any how one # one (one thing or one of 8 group) place (adv.) aorto (c.f.) <i>all one word</i> apo (pref.) <i>all one word</i> apple c u t jack juice sauce -scented (u.m.) April-fool (v.) aqua culture lung marine	meter puncture tint tone quo (c.f.) -ion <i>rest one word</i> irc -over (n., u.m.) -weld (v.) irch (pref.) band bishop duke enemy -Protestant ircho (c.f.) <i>all one word</i> irchi (pref.) <i>all one word</i> ircho (c.f.) <i>all one word</i> ireo (c.f.) <i>all one word</i> iristo (c.f.) <i>all one word</i> uithmo (c.f.) <i>all one word</i> irm band bone chair hol lift pit plate rack rest -shaped (u.m.)	armor -clad (u.m.) -piercing (u.m.) plate -plated (u.m.) irm's-length (u.m.) irrow head -leaved (u.m.) plate -shaped (u.m.) shot -toothed (u.m.) irreno (c.f.) <i>all one word</i> irt-colored (u.m.) irterio (c.f.) <i>all one word</i> irthro (c.f.) <i>all one word</i> irbestos -covered (u.m.) -packed (u.m.) ish bin can -colored (u.m.) -free (u.m.) -gray (u.m.) pan pile pit tray assembly # line # room istro (c.f.) <i>all one word</i>	attorney # at # law studio frequency gram meter tape visual auri (c.f.) -iodide <i>rest one word</i> authorship auto (c.f.) objective observation -omnibus -ophthalmoscope <i>rest one word</i> awe -bound (u.m.) -filled (u.m.) -inspired (u.m.) some fix -adz -grinding (u.m.) hammer head shaped (u.m.) tule tree axo (c.f.) <i>all one word</i> azo (c.f.) orange -orchil -orseilline <i>rest one word</i>
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B

B-flat baby face (n.) sit (v.) back ache band bite (v.) b o n e breaker cap chain charge country (u.m.) cross date down (n., u.m.) drop face feed fill fire flap flash flow -focus (v.) furrow ground hand haul -in (n., u.m.) lash list (v.) log lotter	packer (n.) paddle (v.) pay payment pedal (v.) plate rest road run saw scatter set shift slide space spin spread staff stage stairs stamp stay stitch stop strap -streeter stretch (n.) string strip (book) stroke swath (v.) swept swing tack talk	tender tenter -titrate (v.) track (v.) trail up (n., u.m.) wall wash backer d o w n off -up bag -cheeked (u.m.) pipe -shaped (u.m.) baggage # room bailout (n., u.m.) bake pan stove bald faced head (n.) pate ball - l i k e -park (nonliteral) # park (literal) player point (n., u.m.) stock ballot # box	band cutter saw stand string -tailed (u.m.) wagon width bandy ball -legged (u.m.) bangup (n., u.m.) bank note ride (stream) bantamweight bar post tender -wound (u.m.) bare -armed (u.m.) hack bone f a c e d fwt handed legged necked worn barge-laden (u.m.) bark cutter peel -tanned (u.m.)	barley corn mow # water barnstormer bbarrel head -roll (v.) shaped (u.m.) base ball ball # bat line # line (surveying) -minded (u.m.) basi (c.f.) <i>all one word</i> basketball bas-relief bat blind -eyed (u.m.) fowl wing bath mat robe tub batswing (cloth) battercake battle ax dore -fallen (u.m.) front
--	---	--	--	---

ground	beechnut	bill	make	iron
-scarred (u.m.)	beef	back	strap (n.)	lamp
ship	eater	beetle	top	off (n., u.m.)
stead	-faced (u.m.)	broker	blast	out (n., u.m.)
wagon	head	fold	hole	pipe
baybolt	steak	head	plate	spray
beach	tongue	hook	blasto (c.f.)	through (u.m.)
comber	bees	poster	<i>all one word</i>	torch
head	wax	sticker	bleach	tube
wagon	wing	billet	ground	up (n., u.m.)
bead	beetle	-doux	works	blue
flush	-browed (u.m.)	head	blair	-annealed (u.m.)
roll	head	billingsgate	eye	beard (n.)
beak	stock	bio (c.f.)	-eyed (u.m.)	blood
head	before	-eration	-witted (u.m.)	bonnet
iron	-cited (u.m.)	-osmosis	blepharo (c.f.)	bottle
-shaped (u.m.)	hand	<i>rest one word</i>	<i>all one word</i>	coat (n.)
beam	-mentioned	birchbark	blight-resistant	-eyed (u.m.)
filling	(u.m.)	bird	(u.m.)	grass
-making (u.m.)	-named (u.m.)	bath	blind	-gray (u.m.)
bean	behindhand	bander	-bomb (v.)	-green (u.m.)
bag	bell	cage	-flying (u.m.)	-hot (u.m.)
cod	-bottomed (u.m.)	call	fold	jack
-fed (u.m.)	crank	catcher	-loaded (u.m.)	jacket
pole	-crowned (u.m.)	-eyed (u.m.)	*man	nose
pot	hanger	-faced (u.m.)	spot	-pencil (v.)
setter	hop	life	stitch	point (oyster)
-shaped (u.m.)	mouthed	lime	story	print
stalk	ringer	lore	blink-eyed (u.m.)	stocking
bear	wether	mouthed	blithe-looking	streak
baiting	belly	seed	(u.m.)	(nonliteral)
herd	ache	shot	blitz	tongue (n.)
hide	band	watcher	buggy	blunder
hound	buster	bird's	krieg	buss
off (n., u.m.)	button	-eye	block	head
trap	fed (u.m.)	*nest (literal) (n.)	buste	blunt
beater	pinch	-nest (n., u.m.,	head	edged (u.m.)
-out	belowstairs	v.)	hole (v.)	-spoken (u.m.)
-up	belt	birth	rhup	boar
beauty	driven (u.m.)	bed	blood	spear
-blind (u.m.)	saw	day	-alcohol (u.m.)	staff
-clad (u.m.)	bench	mark	bath	board
*shop	fellow	place	beat	rack
beaverpelt	-hardened (u.m.)	right	curdling	walk
kd	made (u.m.)	biscuit-shaped	drenched (u.m.)	boat
chair	mark	(u.m.)	-giving (u.m.)	builder
chamber	(nonliteral)	bismuto (c.f.)	guilty	crew
clothes	*mark	<i>all one word</i>	-hot (u.m.)	hook
cord	(surveying)	bitstock	hound	head
cover	warmer	bitter	letting	loader
-fallen (u.m.)	bentwing (n.,	-ender	mobile	setter
fast	u.m.)	head	-red (u.m.)	ride
fellow	benzo (c.f.)	sweet	ripe	swain
frame	<i>all one word</i>	-tongued (u.m.)	shed	wright
pad	berry-brown (u.m.)	tluk	rhut	bob
pan	best	bell (nonliteral)	rpiller	cat
plate	*man	-bordered (u.m.)	spot	sled
post	seller (n.)	damp	stain	stay
quilt	beta	-eyed (u.m.)	stock	bobby
rail	-glucose	face	stream	pin
ridden	tron	fire	sucker	-soxer
rock	between	guard	thirsty	body
sheet	decks	jack	-warm (u.m.)	bearer
sick	whiles	leg	bloody	bending
side	bi (pref.)	list	-nosed (u.m.)	builder
sore	-iliac	mail	-red (u.m.)	-centered
space	<i>rest one word</i>	mark	blossom	(u.m.)
spread	b i g	-market (u.m.,	-bordered (u.m.)	guard
spring	-eared (u.m.)	v.)	-laden (u.m.)	-mind
stand	-eved (u.m.)	-marketeer	blow	plate
stead	hiii ego	-marketer	kck	bog
straw	horn (sheep)	mouthed	by (n., u.m.)	-eyed (u.m.)
bee	-horned (u.m.)	out (n., u.m.)	cock	trot (v.)
bread	-leaguer	plate (printing)	down (n., u.m.)	boil
-eater	-mouthed	print	gun	down (n., u.m.)
krd	name (top rank)	-robed (u.m.)	hard (n.)	off (n., u.m.)
hive	(n., u.m.)	shirted	hole	out (n., u.m.)

bolle	last	crumb	tride	brown
off	leg	earner	bed	back
plate	lick	fruit	bowl	-eyed (u.m.)
works	strap	liner	cake	out (n., u.m.)
boiling # house	lore	plate	chamber	print
bold	hole	seller	cup	brush
face (printing)	safe	stuff	groom	ball
-spirited (u.m.)	tight	winner	knot	# holder
bolt	osom	reak	lace	off (n., u.m.)
cutter	deep (u.m.)	away (n., u.m.)	maiden	-treat (v.)
head	-folded (u.m.)	ax	stake	brusher
hole	-making (u.m.)	back (n., u.m.)	bridge	off
-shaped (u.m.)	ottle	bone (fever)	builder	-up
strake	-fed (u.m.)	down (n., u.m.)	head	buck
bomb	neck	-even (u.m.)	pot	e y e
drop	-nosed (u.m.)	fast	tree	-eyed (u.m.)
fall	ottom # land	fast # room	triefcaae	horn
shell	oughpot	front	tright	hound
sight	ow	-in (n., u.m.)	-colored (u.m.)	passer
thrower	back	neck	-eyed (u.m.)	plate
-throwing (u.m.)	bent	off (n., u.m.)	brilliant	pot
bondslave	grace	out (n., u.m.)	cut (u.m.)	saw
bone	head	point	-green (u.m.)	shot
ache	knot	through (n., u.m.)	brine-soaked (u.m.)	skinned
black	legged	up (n., u.m.)	tringer-up	stall
breaker	-necked (u.m.)	wind	bristle	stay
-bred (u.m.)	pin	reaker	cone (u.m.)	atove
-dry (u.m.)	shot	-down	-pointed (u.m.)	tooth
-eater	0 prit	-off	broad	wagon
-hard (u.m.)	stave	-up	acre	wash
head	string	reast	ax	bucket-shaped (u.m.)
lace	wow	band	band (radio) (n., u.m.)	buff
meal	tox	beam	-beamed (u.m.)	-tipped (u.m.)
tat	car	bone	brim	-yellow (u.m.)
shaker	haul	-deep (u.m.)	cast	bug
-white (u.m.)	head (printing)	-fed (u.m.)	cloth	bear
boobytrap	truck	-high (u.m.)	head	bite
boogie-woogie	toxe	hook	leaf (n.)	-eyed (u.m.)
book	-off	mark	-leaved (u.m.)	buildup (n., u.m.)
binder	-up	pin	loom	built
case	radio (c.f.)	plate	minded	-in (u.m.)
dealer	all one word	plow	-mouthed (u.m.)	-up (u.m.)
fair	radio (c.f.)	rail	rhare (n., v.)	bulb-tee (u.m.)
-fed (u.m.)	all one word	rope	sheet (n.)	bulbo (c.f.)
fold	rain	reath	ride	all one word
-learned (u.m.)	cap	-blown (u.m.)	rword	bulk
-lined (u.m.)	child	-tainted (u.m.)	wife	head
list	cracked (u.m.)	taking	woven	-pile (v.)
lore	fag	reech	woken	weigh (v.)
lover	pan	block	down (u.m.)	bull
mark	tick	cloth	-legged (u.m.)	baiting
mobile	spun (u.m.)	loader	-mouthed (u.m.)	dog
plate	storm	-loading (u.m.)	bromo (c.f.)	doze
reck	-tired (u.m.)	lock	all one word	-faced (u.m.)
rest	wash	pin	bronchio (c.f.)	fight
sale	rake	plug	all one word	frog
seller	drum	tight	broncho (c.f.)	heed
shelf	head	reeze	all one word	-mouthed (u.m.)
stack	meter	-borne (u.m.)	bronzobuster	neck
stall	shoe	-lifted (u.m.)	bronze	nose
stamp	trandnew (u.m.)	swept (u.m.)	-clad (u.m.)	pen
stand	randy	tribe	-covered (u.m.)	ring
stitch	-burnt (u.m.)	-free (u.m.)	-red (u.m.)	toed
stitching (u.m.)	wine	giver	broom	-voiced (u.m.)
-taught (u.m.)	grass	taker	-leaved (u.m.)	whack
wright	-armed (u.m.)	bric-a-brac	-making (u.m.)	whip
boom	-bold (u.m.)	rick	stick	bullethead
-ended (u.m.)	smith	bat	brother	bull's
town	works	-built (u.m.)	-german	-eye
truck	grave	colored (u.m.)	hood	(nonliteral)
boondoggling	-looking (u.m.)	kiln	-in-law	-foot
boot	-minded (u.m.)	layer	brow	tumble
black	brazen	liner	beat	bee
hose	-browed (u.m.)	mason	point	foot
jack	face	-red (u.m.)	post	kite
lace	bread	setter		
	basket			

bung	fare	buoy	fingers	hold
hole	#girl	body	head	hole
start	ush	-fingered (u.m.)	milk	hook
bum	beate	head	mouth	mold
-in (n., u.m.)	buck	butt	n u t	buzzerphone
out (n., u.m.)	fighter	-joint (v.)	print	by
Up tn., u.m.)	-grown (u.m.)	saw	-rigged (u.m.)	-and-by
burned-over (u.m.)	hammer	stock	scotch	-by
burner-off	-headed (u.m.)	strap	-smooth (u.m.)	-the-way
burnt	-leaguer	-weld (v.)	wife	u.m.)
-out (u.m.)	ranger	butter	-yellow (u.m.)	-your-leave tn.,
-up (u.m.)	whacker	bell	utton	u.m.)
bur	wife	colored (u.m.)	eared (u.m.)	rest one word
driver	ustup (n., u.m.)	fat	-headed (u.m.)	

C

C	wright	-smooth (u.m.)	gut	centri (c.f.)
-sharp	candystick	sweeping (u.m.)	head	all one word
-star	cane	weaver	hole	centro (c.f.)
-tube	-backed (u.m.)	-weaving (u.m.)	-ion	all one word
cab	brake	web	nap	cephalo (c.f.)
driver	crusher	woven	nip	all ont word
fare	cutter	carpo (c.f.)	-o'-nine-tails	cerato (c.f.)
#owner	canker	-olecranal	stitch	all one word
stand	-eaten (u.m.)	rest one word	walk	cerebro (c.f.)
calbaglead	-mouthed (u.m.)	carriage-making	catch	-ocular
cable-laid (u.m.)	cannonball	(u.m.)	all (n., u.m.)	rest one word
caco (c.f.)	canvas-covered	carrot	-as-catch-can	servico (c.f.)
all one word	(u.m.)	-colored (u.m.)	(u.m.)	-occipital
cage # bird	cap	head	cry	-orbicular
cake	-flash (v.)	(nonliteral)	penny	rest one wld
baker	nut	juice	plate	ress
bread	screw	top (nonliteral)	up (n., u.m.)	pipe
-eater	sheaf	carry	weight	pit
mixer	shore	all (n., u.m.)	word	pool
-mixing (u.m.)	car	around (n.,	cater	:haffcutter
pan	barn	u.m.)	comer	:hain
walk	break	back (n., u.m.)	wauling	-driven (u.m.)
calci (c.f.)	builder	forward (n.)	cat's	stitch
all one word	fare	-in tn., u.m.)	-eye (nonliteral)	:hair
calk-weld (v.)	goose	out (n., u.m.)	-paw (nonliteral)	faat
call	hop	aart	cattle	mender
back (n., u.m.)	lot	wheel (coin)	# boat	person
down (n., u.m.)	-mile	whip	feed	-shaped (u.m.)
-in (n., u.m.)	pool	wright	-raising (u.m.)	wanner
note	port	cate	yak	:halk
-off (n., u.m.)	tick	bearer	truliflower	cutter
out (n., u.m.)	wash	finding	-eared (u.m.)	-white (u.m.)
aver (n., u.m.)	carbo (c.f.)	hammer	# ware	hapfallen
up (n., u.m.)	all one word	harden	cave	:hapelgoing
camshaft	carbol (c.f.)	lot	dweller	:har
camel	all one word	mated	dwelling (u.m.)	broiler
back (rubber)	carcino (c.f.)	caser-in	# fish	coal
-backed (u.m.)	all one word	cash-flow	-in (n., u.m.)	pit
driver	card	cast	cease-fire (n.,	:harge
-faced (u.m.)	case	away (n., u.m.)	u.m.)	# book
camel's-hair (u.m.)	-index (u.m., v.)	back (n., u.m.)	cedar-colored	off (n., u.m.)
camp	player	-by (u.m.)	(u.m.)	out (n., u.m.)
fire	stock	Off tn., u.m.)	celi (c.f.)	:hattermark
ground	errdio (c.f.)	out (n., u.m.)	all one word	:heapskate
stool	-sortic	-ridden (u.m.)	celio (c.f.)	:heck
can	rest one word	-weld (v.)	all one word	bite
capper	care	caste	acement	hook
not	free	-off	-covered (u.m.)	-in (n., u.m.)
canalaide	-laden (u.m.)	-out	mason	list
andle	taker	castlebuilder	-temper (v.)	mark
bomb	-tired (u.m.)	(nonliteral)	census-taking	nut
-foot	worn	cat	(u.m.)	off (n., u.m.)
-hour	carpet	buk	center	out (n., u.m.)
lighter	bagger	beam	#field (sports)	passer (n.)
lit	beater	block	head (printing)	point
-meter	-cleaning (u.m.)	call	ma t	rack
covered (u.m.)	fitter	-eyed (u.m.)	-second	rail
stick	layer	face (n.)	centi (c.f.)	rein
		fall	all one word	ring
		footed	centimeter-gram-	roll
			second	rope

row	chiro (c.f.)	escape	down (n.)	rock
sheet	<i>all one word</i>	clam	-fertilize (v.)	bill
strap	chisel	bake	fisted	brain
string	-cut (u.m.)	shell	handed	crow
up (n., u.m.)	-edged (u.m.)	clampdown (n., u.m.)	-knit	eye
waaher	#maker	clap	minded	fight
weigher	chitchat	net	mouthed	head
checker	chitter-chatter	trap	out (n., u.m.)	pit
-in	chlolo (c.f.)	claspbook	up (n., u.m.)	pur
-off	<i>all one word</i>	class-conscious	losed	ure
-out	chock	(u.m.)	-circuit (u.m.)	-tailed (u.m.)
-up	ablock	claw	#shop	up (n., u.m.)
cheek	-full (u.m.)	bar	loth-backed	ockleashell
bone	chocolate	-footed (u.m.)	(u.m.)	cockscornb
strap	-brown (u.m.)	hammer	lothes	cod
cheerleader	-coated (u.m.)	hatchet	bag	bank
cheese	#maker	-tailed (u.m.)	basket	fishing
burger	choir # master	clay	brush	head
cake	choke	bank	hone	pitching8
cloth	bore	colored (u.m.)	pin	smack
curd	damp	pan	press	offee
cutter	out (n., u.m.)	pit	rack	break
head	point	works	loud	cake
lip	strap	clean	base	colored (u.m.)
parer	hole (c.f.)	-cut (u.m.)	burst	-growing
plate	<i>all one word</i>	handed	cap	(u.m.)
chemico (c.f.)	chondro (c.f.)	out (n., u.m.)	-hidden (u.m.)	pot
<i>all one word</i>	-osseous	-shaved (u.m.)	lover	offerdam
chemo (c.f.)	rut one word	-smelling (u.m.)	bloom	offin-headed
<i>all ont word</i>	chop	up (n., u.m.)	leaf	(u.m.)
cherry	chop	clear	seed	ogwheel
-colored (u.m.)	stick	cole	tick	oin-operated
atone	chowchow	-cut (u.m.)	lub	(u.m.)
(nonliteral)	Christ	cut (forestry)	foot	old
#atone (literal)	-given (u.m.)	(n., v.)	hand	blooded
ehatnut	-inspired (u.m.)	eyed (u.m.)	haul	-chisel (v.)
-colored (u.m.)	chromo (c.f.)	-sighted (u.m.)	mobile	cuts
-red (u.m.)	<i>all one word</i>	up (n., u.m.)	ridden	-draw (v.)
chicken	chrono (c.f.)	wing	root	finch
bill	<i>all one word</i>	cleft	-shaped (u.m.)	-flow (v.)
-billed (u.m.)	chuck	-footed (u.m.)	0 (pref.)	-forge (v.)
#breast	hole	-graft (v.)	-op	frame
breasted	plate	cliff	exist, operate,	-hammer (v.)
feed	wagon	dweller	etc.	-hammered
heart	chucklehead	dwelling (u.m.)	rest one word	(u.m.)
pox	chunkhead	hanger	ou h	pack
#yard	churchgoer	side	-end-four	-press (v.)
chief	chum	top	builder	-roll (v.)
#justice	-butted (u.m.)	-worn (u.m.)	whip	-rolled (u.m.)
-justiceship	milk	climbpath	M1	short (u.m.)
#mate	cigar	clinch-built (u.m.)	bag	-shortness
child	case	clink-clank	bed	-shoulder (v.)
bearing	cutter	clinker-built	bin	type (printing)
bed	● kpsd (u.m.)	(u.m.)	-black (u.m.)	-work (v.)
birth	cigarette	clip	breaker	cole
crowing	#holder	-clap	dealer	seed
hood	#maker	-edged (u.m.)	digger	slaw
kind	-making (u.m.)	sheet	-faced (u.m.)	oli (c.f.)
life	cine (c.f.)	ripper-puffit (u.m.)	hole	<i>all one word</i>
-minded (u.m.)	<i>all one word</i>	cloak-and-dagger	-laden (u.m.)	ollar
ridden	circum (pref.)	(n., u.m.)	loader	bag
wife	arctic, pacific,	clock	pit	band
chill-cast (u.m., v.)	etc.	case	rake	bone
chin	-Saturnal, etc.	face	tack (astron.	olo (c.f.)
band	rest one word	-minded (u.m.)	only)	<i>all one word</i>
-bearded (u.m.)	cirro (c.f.)	setter	shed	olor
chin	<i>all one word</i>	watcher	ship	beare
cloth	cis (pref.)	Clod	oastside	blind
cough	alpine	head	hange	blindness
-high (u.m.)	atlantic	hopping	rack	fast
rest	-trans (u.m.)	pate	tailed	-free (u.m.)
strap	rest one word	close	ob	line
china	city	brul	head	type (printing)
-blue (u.m.)	-born (u.m.)	-connected (u.m.)	meal	(n.)
tahop	-bred (u.m.)	cross	shed	-washed (u.m.)
Chinatown	folk	-cut (u.m.)	web	omb-toothed
chipmunk	#man			(u.m.)

come	husk	rack	-brush (v.)	tree
-along (tool)	loft	down (n., u.m.)	-carve (v.)	under (n., u.m.)
back (n., u.m.)	meal	jaw	-channel (u.m.)	-vote
-between (n.)	stalk	pot	-check	walk
down (n.)	starch	-the-whip (n., u.m.)	-claim	web
-off (n., u.m.)	corner	up (n., u.m.)	-compound (v.)	wind
-on (n., u.m.)	bind	radio	-connect (v.)	word
-out (n.)	post	side	-country (u.m.)	crow
-outer	orpsmember	song	-cultivate (v.)	bait
upance	osto (c.f.)	ranio (c.f.)	current	bar
comic # book	<i>all one word</i>	<i>all one word</i>	-curve (math.) (n.)	foot
commander # in # chief	otton	rank	cut	crow's
common	-clad (u.m.)	case	-date (v.)	-foot (nonliteral)
place	-covered (u.m.)	-driven (u.m.)	drain (v.)	-nest (nonliteral)
# sense (n.)	-growing (u.m.)	pin	-dye (v.)	crownbar
sense (u.m.)	# mill	pit	-dyeing (n.)	crybaby
weal	mouth (snake)	shaft	-examine (v.)	crypto (c.f.)
wealth	packer	rapehanger	-eye (n., u.m.)	-Christian, etc.
companionship	seed	rashdive (v.)	-eyed (u.m.)	<i>rest one word</i>
cone	sick	rawlup (n., u.m.)	fall	crystal
-shaped (u.m.)	ountdown (n., u.m.)	raxy	feed	-clear (u.m.)
speaker	ounter	bone	-fertile (u.m.)	-girded (u.m.)
conference # room	# check (banking)	cat	-fertilize (v.)	-smooth (u.m.)
Congressman # at # Large	# septum	ream	-fiber (u.m.)	cubbyhole
contra (pref.)	-off	cake	file	cumulo (c.f.)
-acting	act,	colored (u.m.)	fire	<i>all one word</i>
-approach	propaganda, etc.	reditworthiness	flow	cup
-ion	as combining	reek	foot	bearer
<i>rest one word</i>	<i>form, one word</i>	bed	-grained (u.m.)	cake
cook	ountry	side	hair	ful
off (n., u.m.)	-born (u.m.)	reep	hand	head
out (n., u.m.)	-bred (u.m.)	hole	hatch	curb
shack	folk	mouse	haul	side
stove	people	repe # de # chine	head	stoner
cooped	ride	restfallen	-immunity	cure-all (n., u.m.)
-in (u.m.)	ourt	rew	-index (u.m.)	curly
-up (u.m.)	bred	cut	-interrogate (v.)	head
cop	-martial	member	-interrogatory	locks (n.)
# out (v.)	ship	ribstrap	-invite (v.)	currycomb
out (n.)	ousin	rime	legged	cussword
copper	-german	fighter	legs	custom
-bottomed (u.m.)	hood	wave	-level (v.)	-built (u.m.)
colored (u.m.)	-in-law	riascross	-license (v.)	-made (u.m.)
head	over	rook	lift (v.)	-tailored (u.m.)
-heeded (u.m.)	alls	<i>all one word</i>	lock	cut
nose	let	crooked	lots	away (n., u.m.)
plate	ride	-foot (n.)	mark	back (n., u.m.)
-plated (u.m.)	up (n., u.m.)	-legged (u.m.)	member	glass
works	ow	-nosed (u.m.)	patch	-in (n., u.m.)
copy	barn	-toothed (u.m.)	path	off (n., u.m.)
cat	bell	rop	plow (v.)	out (n., u.m.)
cutter	catcher	-bound (u.m.)	-pollinate (v.)	rate (u.m.)
dak	eyed (u.m.)	-haired (u.m.)	-purpose (n.)	throat
fitter	gate	head	-question	-toothed (u.m.)
holding	hand	-year	rail	-under (u.m.)
reader	herd	ross	-reaction	-up (n., u.m.)
right	hide	-appeal	-refer (v.)	cutter
coral	hitch	arm	-reference	-built (u.m.)
-beaded (u.m.)	lick	band	road	-down
-red (u.m.)	path	bar	row	head
cork	pen	beam	-service	-off
-lined (u.m.)	pox	barer	-shaft	out
screw	puncher	bedded	-slide	-rigged (u.m.)
corn	shed	belt	-staff	-up
bin	sucker	bench	-sterile	cuttlebone
bread	rab	-bidding	-stitch	cyano (c.f.)
cake	cake	bill (bird)	-stone	<i>all one word</i>
cob	catcher	bill (legal)	-stratification	cyclecar
cracker	eater	bind	-surge (v.)	cyclo (c.f.)
crib	facel	bolt	-talk	-olefin
crusher	hole	bond	tie	<i>rest one word</i>
cutter	meat	bones	town	cysto (c.f.)
dodger	stick	bred	track	<i>all one word</i>
-fed (u.m.)		breed	trail	cyto (c.f.)
		-bridge (v.)		<i>all one word</i>

D

D	-heavy (u.m.)	drop	dis (pref.)	jamb
-day	latch	fall	<i>all one word</i>	knob
-major	#load	-fed (u.m.)	dirh	mat
-plus-4-day	lock	-laden (u.m.)	cloth	nail
dairy	m e l t	lap	pan	plate
-fed (u.m.)	pan	point	rack	post
-made (u.m.)	pay	dextro (c.f.)	rag	-shaped (u.m.)
damp	-roast (v.)	<i>all one word</i>	washer	sill
proofing	weight (n., u.m.)	di (pref.)	wiper	stop
-stained (u.m.)	deaf	<i>all one word</i>	disk	stop
damping-off (n., u.m.)	-mute	dis (pref.)	jockey	dope
dancehall	-muteness	<i>all one word</i>	pack	passer
danger # line	death	diamond	plow	pusher
dare	bed	back	-shaped (u.m.)	sheet
-all (n., u.m.)	blow	-backed (u.m.)	ditch	dorsi (c.f.)
devil	day	-shaped (u.m.)	bank	<i>all one word</i>
say	-divided (u.m.)	diazo (c.f.)	digger	dorso (c.f.)
dark	doom (v.)	oxide	rider	-occipital
-eyed (u.m.)	#house	mt one word	side	mt one word
horse	-struck (u.m.)	dice	dittograph	double
(nonliteral)	trap	cup	dive-bomb (v.)	-barrel (n., u.m.)
-skinned (u.m.)	watch	play	do	-barreled (u.m.)
duh	-weary (u.m.)	die	-all (n., u.m.)	-bitt (v.)
plate	deckhand	-away (u.m.)	-gooder	-breasted (u.m.)
wheel	deep	back	-little (n., u.m.)	-charge (v.)
data	-affected (u.m.)	case	-nothing (n., u.m.)	check (n., v.)
#bank	cut (u.m.)	-cast (u.m., v.)	dock	checked (u.m., v.)
#base	-felt (u.m.)	caster	hand	-chinned (u.m.)
date	-freeze (u.m., v.)	-cut (u.m., v.)	head	cross
lined	-frying (u.m.)	cutter	side	(nonliteral)
mark	going	hard (n., u.m.)	dog	deal (v.)
daughter-in-law	-grown (u.m.)	head	bite	-decker
dawn	-laid (u.m.)	#proof (philately)	-bitten (u.m.)	distilled (u.m.)
-gray (u.m.)	most	(n.)	breeder	duty (u.m.)
streak	mouthed	setter	cart	dye (v.)
day	-rooted (u.m.)	sinker	catcher	-edged (u.m.)
beam	-seated (u.m.)	-square (u.m.)	-drawn (u.m.)	-ender
bed	-set (u.m.)	stock	-ear (v.)	entendre
break	-sunk (u.m.)	diesel	-eared (u.m.)	handed
-bright (u.m.)	-voiced (u.m.)	driven (u.m.)	face (soldier)	-headed (u.m.)
dawn	deer	-electric (u.m.)	-faced (u.m.)	header
dream	drive (n.)	dillydally	fall	-jointed
-fly (aviation) (v.)	-eyed (u.m.)	dim	fight	-leaded (u.m.)
-flying (u.m.)	food	-lighted (u.m.)	food	-quick (u.m.)
going	herd	lit	-headed (u.m.)	talk
lighted	horn	out (n., u.m.)	hole	tone (printing)
lit	hound	diner-out	leg	tree
long (u.m.)	meat	ding	#owner	-trouble
mark	stalke	bat	mce	-up (u.m., v.)
ride	stand	dong	shore	#work
star	deh/dr(o) (c.f.)	dining # room	aled	dough
-to-day (u.m.)	<i>all one word</i>	dinitro (c.f.)	-tired (u.m.)	-colored (u.m.)
de (pref.)	demi (pref.)	#spray	tooth	face
air	-Christian, etc.	<i>rest one word</i>	-toothed (u.m.)	-faced (u.m.)
icer	-incognito	dip	trick	head
-ion	<i>rest one word</i>	-dye (v.)	trot	mixer
centralize,	dermato (c.f.)	-grained (u.m.)	watch	nut
energize, etc.	<i>all one word</i>	head	-weary (u.m.)	down
<i>rest one word</i>	desert-bred (u.m.)	stick	doll	beat
dead	desk # room	dipper-in	face	by
-alive	dessertspoon	direct	-faced (u.m.)	cast
beat (n.)	deutero (c.f.)	-connected	dollyhead	check
born	<i>all one word</i>	(u.m.)	donkey	coast
-burn (v.)	devil	-indirect	back	come
cold (u.m.)	devil	direction-finding	-drawn (u.m.)	covered (u.m.)
-dip (v.)	dog (a marine)	(u.m.)	-eared (u.m.)	crier
-drunk (u.m.)	-inspired (u.m.)	dirt	doomsday	cry
-ender	-ridden (u.m.)	-cheap (u.m.)	door	curved
eye (n.)	dew	fast	bed	cut
-eyed (u.m.)	beam	-incrusted (u.m.)	bell	dale
fall	cap	plate	case	draft
head	-clad (u.m.)	dirty	check	drag
-heated (u.m.)	claw	-faced (u.m.)	fram	face
-heater	damp	-minded (u.m.)	head	fall
	-drenched (u.m.)	#work		

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feed	draft	net	head	foot (tool)
filled	age (allowance)	off (n., u.m.)	-in (n., u.m.)	-footed (u.m.)
flow	# age	out (n., u.m.)	pipe	pin
fold	exempt (u.m.)	pin	screw	pond
grade	drag	plate	drop	walk
gradient	bar	point	away (n., u.m.)	due
growth	bolt	sheet	bolt	-in (n., u.m.)
hanging	net	span	-forge (v.)	out (n., u.m.)
haul	-pipe	stop	front	duffelbag
hill	rope	string	hammer	dug
lead	saw	tongs	head	out (n.)
lock (n.)	staff	tube	kick	-up (u.m.)
look	wire	drawer	leaf (n., u.m.)	dull
most	dragger	-down	leg	-edged (u.m.)
payment	-down	-in	off (n., u.m.)	head
pour	-in	-off	out (n., u.m.)	-looking (u.m.)
rate	-out	-out	sonde	-witted (u.m.)
right	-up	drawing	stitch	dum-dum
river	dragon	# board	drug	dumb
rush	-eyed (u.m.)	# room	-addicted (u.m.)	bell
shore	# piece	dream	mixer	head
side	drain	-haunted (u.m.)	passer	waiter
sitting	cleaner	lore	pusher	dump
slip	pipe	world	seller	car
slope	plug	dressup (n., u.m.)	drum	cart
-soft (u.m.)	tile	dressing # room	beat	dunderhead
spout	draw	drift	life	duo (c.f.)
stage	-arch (n.)	# boat	head	<i>all one word</i>
stairs	arm	bolt	stick	dust
state	back	meter	-up (n., u.m.)	bag
stream	bar	-mining (u.m.)	dry	bin
street	beam	pin	-burnt (u.m.)	brush
stroke	bench	wind	clean	cloth
sun W.V.,	bolt	drill	-cure (v.)	-covered (u.m.)
u.m.)	bore	case	d o c k	fall
swing	bridge	-like	dye (v.)	-gray (u.m.)
take	cut	stock	-farm (v.)	-laden (u.m.)
throw	down (n., u.m.)	drip	farming (n.,	pan
thrust	file	cock	u.m.)	storm
town	gate	-drip	lot	duty-free (u.m.)
trampling	gear	-dry (u.m., v.)	-pack (u.m., v.)	dwelling # house
trend	glove	sheet	-rotted (u.m.)	dye
trodden	head	stick	-salt (v.)	mixer
turn	horse	drive	wash	stuff
valley	knife	away (n., u.m.)	duck	work8
weigh	knot	belt	bill	dys (pref.)
weight	link	bolt	-billed (u.m.)	<i>all one word</i>
wind	loom	cap	blind	

E

ear	fall	-spoken (u.m.)	shell	en
ache	fast	eavesdrop	-white (u.m.)	# banc
cap	-fed (u.m.)	ebb-tide	eight	# gros
drop	fill	edge	-angled (u.m.)	# route
drum	grubber	# plan	fold	encephalo (c.f.)
flap	# house	shot	penny (nail)	<i>all one word</i>
guard	kin	ways	-ply (u.m.)	end
hole	lit	eel	score	-all (n., u.m.)
lap	mover	cake	-wheeler	bell
mark	nut	catcher	elbow & air	brain
phone	quake	fan?	elder	gate
-piercing (u.m.)	-shaking (u.m.)	pot	# brother	lap
plug	slide	pout	brotherhood	long
ring	-stained (u.m.)	spear	brotherly	-match (v.)
screw	wall	egg	-leaved (u.m.)	matcher
shot	east	beater (all	electro (c.f.)	-measure (v.)
sore	-central (u.m.)	meanings)	-optics	moot
splitting	going	cup	-osmosis	-shrink (v.)
tab	-northeast	eater	-ultrafiltration	ways
w u	-sider	fruit	mt one word	• rider
wig	-southeast	h e a d	embryo (c.f.)	I on
witness	Eastertide	(nonliteral)	<i>all one word</i>	-up
earth	easy	hot (n.)	empty	tndo (c.f.)
bank	going	nog	handed	<i>all one word</i>
born	mark (n.)	plant	-looking	engine
-bred (u.m.)	-rising (u.m.)	-shaped (u.m.)	(u.m.)	# shop

-sized (u.m.) work #worker #yard entero (c.f.) all one word entry #book nvlopc #holder #maker pl (pref.) all one word equi (c.f.) m - molar mt one word ere long now erythro (c.f.) all one word even glow handed minded -numbered (u.m.) song -tempered (u.m.)	tide ever -abiding (u.m.) bearing blooming -constant (u.m.) -fertile (u.m.) glade going green lasting more -normal (u.m.) -present (u.m.) -ready (u.m.) sporting (biol.) which every day (n., u.m.) #day (each day) how one (all) #one (distributive) #time evil dar	-eyed (u.m.) -faced (u.m.) -looking (u.m.) minded (u.m.) sayer speaker wishing ex #cathedra cathedral communicate -Governor #libris #officio #post #facto #rights -serviceman -trader extra -alimentary -American bold -Britannic -condensed (u.m.) curricular -fine (u.m.)	hazardous judicial -large (u.m.) -long (u.m.) marginal mural ordinary polar -strong (u.m.) territorial vascular eye ball bank bar blink -blurred (u.m.) bolt brow -conscious (u.m.) cup flap glance glass hole lash lens	lid mark -minded (u.m.) peep pit point service shade shield shot sick sight sore spot -spotted (u.m.) stalk strain string tooth wash #weariness wink witness
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F

F -flat -horn -sharp fable #book teller face about (n., u.m., v.) -arbor (v.) cloth -harden (v.) -hardened (u.m.) lifting mark -on (n., u.m.) plate up (n., u.m.) fact finding sheet fade away (n., u.m.) -in (n., u.m.) out (n., u.m.) fail-safe faint heart -voiced (u.m.) fair ground -lead (n., u.m.) minded play dinned (u.m.) fairy folk hood tale faithbreaker fall w8y(n., u.m.) back (n., u.m.) -in (n., u.m.) out (n., u.m.) -plow (v.)	-sow (v.) trap fallow #land false -bottomed (u.m.) -faced (u.m.) hood -tongued (u.m.) funt -crowned(u.m.) -thirsty (u.m.) fan back bearer fare fold foot -jet -leaved (u.m.) marker shaped (u.m.) -tailed (u.m.) fancy -free (u.m.) -loose (u.m.) -woven (u.m.) -wrought (u.m.) f u -aloft (u.m.) away (n., u.m.) -borne (u.m.) -distant (u.m.) -eastern (u.m.) -famed (u.m.) fetched flung (u.m.) gone off (u.m.) -reaching (u.m.) seeing -seen (u.m.) -set (u.m.) right farm -bred (u.m.) hand hold	I people place stead fashion -led (u.m.) #piece (naut.) -setting (u.m.) fast -anchored (u.m.) back dyed (u.m.) going hold -moving (u.m.) -read (v.) -reading (u.m.) #time (daylight saving) fat back -bellied (u.m.) -free (u.m.) htad -soluble (u.m.) father -confessor -in-law fault finder slip faux #pas fear -free (u.m.) nought -pursued (u.m.) shaken (u.m.) feather bed (v.) bone brain edge -footed (u.m.) head -leaved (u.m.) stitch -stitched (u.m.) -stitching	-tongue (v.) weight wing (moth) fed-up (u.m.) feeble -bodied (u.m.) minded feed back (n., u.m.) bag bin crusher cutter htad I o t mixer pipe rack stuff feeder -in -up fellow craft Ship mt tw words felt cutter -lined (u.m.) packer fenbank fencepost fern -clad (u.m.) leaf -leaved (u.m.) ferro (c.f.) -carbon-titanium # -uranium rest one word fever less -stricken (u.m.) trap -warm (u.m.) fiber I -faced (u.m.)	glass stitch Fiberglas (copyright) fibro (c.f.) -osteoma rest one word fickle minded (u.m.) fiddle back -faddle head -shaped (u.m.) stick string field ball glass goal -strip fierce -eyed (u.m.) -looking (u.m.) fiery -flaming (u.m.) -hot (u.m.) -red (u.m.) -tempered (u.m.) fig bar eater leaf shell figure head -of-eight (u.m.) work (printing) file card -hard (u.m.) setter -soft (u.m.) fill -in (n., u.m.) out (n., u.m.) -up (n., u.m.)
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filler	firm	-eared (u.m.)	lamp	-crested (u.m.)
cap	-footed (u.m.)	jack	mat	-white (u.m.)
-in	-set (u.m.)	flare	mop	og
-out	-up (n., u.m.)	back (n., u.m.)	space	born
-up	first	out (n., u.m.)	stain	bow
film	-aider	path	walker	dog
cutter	-born (u.m.)	up (n., u.m.)	-waxing (u.m.)	eater
goer	-class (u.m.)	flash	flour	-hidden (u.m.)
going	comer	back (n., u.m.)	bag	horn
slide	hand (u.m.)	bulb	bin	-ridden (u.m.)
strip	-made (u.m.)	card	# mill	old
-struck (u.m.)	-named (u.m.)	cube	sack	-ill
fin	-nighter	gun	flow	up (n., u.m.)
back	-rate (u.m.)	lamp	chart	olk
-shaped (u.m.)	-rater	pan	meter	free (u.m.)
fine	fish	point	off (n., u.m.)	lore
-cut (u.m., v.)	buk	lat	sheet	song
draw (v.)	bed	back	through	ollow
-drawn (u.m.)	-bellied (u.m.)	(bookbinding)	flower	-on
-featured (u.m.)	bolt	bed (printing)	bed	through (n.,
-looking (u.m.)	bone	-bottomed (u.m.)	bud	u.m.)
-set (u.m.)	bowl	car	-crowned (u.m.)	up (n., u.m.)
finger	cake	-compound (v.)	# grower	ollower-up
breadth	eater	fold	-hung (u.m.)	ood
-cut (u.m.)	eye	foot (n.)	pot	packer
hold	-eyed (u.m.)	hat	-scented (u.m.)	sick
hole	fall	head	# shop	stuff
hook	-fed (u.m.)	iron	flue-cure (v.)	olhardy
mark	food	nose	fluid	olscap
nail	garth	out (n., u.m.)	-compressed	oot
parted	hook	-rolled (u.m.)	(u.m.)	-and-mouth
post	-joint (v.)	sawn	extract (pharm.)	(u.m.)
print	kill	top	(n.)	ball
shell	meal	-topped (u.m.)	glycerate	band
spin	mouth	woods	luo (c.f.)	bath
stall	plate	lax	all one word	blowe
tip	pond	drop	luoro (c.f.)	brake
fire	pool	-leaved (u.m.)	all one word	breadth
arm	pot	-polled (u.m.)	lush	bridge
back (n.)	pound	seed	-cut (u.m.)	-candle
ball	trap	wife	-decked (u.m.)	fall
bell	weir	lea	-decker	-free (u.m.)
bolt	work8	bite	gate	gear
bomb	fisher	-bitten (u.m.)	luvio (c. f.)	-grain
brand	folk	leet	all one word	hill
brat	people	foot	ly	hold
break	ishyback (n.,	-footed (u.m.)	away	lambert
brick	u.m.)	wing	back	licker
-burnt (u.m.)	it	lesh	ball	lining
-clad (u.m.)	out (n.)	brush	-bitten (u.m.)	locker
coat	strip	hook	blow	loose
cracker	ive	-pink (u.m.)	blown	mark
crest	bar	pot	-by-night (n.,	note
-cure (v.)	fold	leur-de-lis	u.m.)	pad
damp	-ply (u.m.)	light	catcher	path
-eater	-pointed (u.m.)	crew	eater	pick
fall	-reeler	-hour	-fish (v.)	plate
fang	score	path	-fisher	-pound
fighter	-shooter	-test (v.)	-fisherman	-pound-second
guard	lag	limflam	# fishing	print
hardened (u.m.)	bearer	lip	flap	m a
hose	pole	-flap	-free (u.m.)	rail
lit	post	-flop	leaf	rest
pit	-raising (u.m.)	-up (n., u.m.)	paper	rope
place	ship	lood	sheet	scald
plow	-signal (v.)	cock	speck	-second
plug	staff	flow	-specked (u.m.)	slogger
-polish (v.)	stick	gate	tier	sore
-red (u.m.)	flame	lamp	trap	stalk
-resistant (u.m.)	-colored (u.m.)	lighting	weight	stall
safe	-cut (v.)	mark	wheel	step
side	out (n.)	tide	winch	stick
spout	thrower	wall	lying	stock
trap	lannelmouth	loor	# boat	stool
truck	lap	beam	# fish	-ton
wall	cake	cloth	oam	walk
warden	doodle	head	bow	wall

-weary (u.m.) worn for (pref.) <i>all one word</i> fort -age -and-aft (n., u.m.) -and-after (n.) -edge -end -exercise <i>rest one word</i> forest -clad (u.m.) -covered (u.m.) # land side fork head lift -p-prongl (u.m.) -tailed (u.m.) form fitting #work (printing) forth coming right with fortuneteller forty-niner foul # line	-looking (u.m.) mouthed -spoken (u.m.) -tongued (u.m.) up (n., u.m.) foundry # proof (printing) fountainhead four -bagger -ball (u.m.) -eyed (u.m.) flusher fold -footed (u.m.) -in-hand (n., u.m.) -masted (u.m.) -master penny (nail) -ply (u.m.) score some square -wheeler fox -faced (u.m.) hole hound skinned tailed trot fracto (c.f.) <i>all one word</i>	rameup (n., u.m.) ree boote born drop -for-all (n., u.m.) -grown (u.m.) hand (drawing) handed hold lance loader -minded masonry -spoken (u.m.) standing (u.m.) thinker trader wheel (u.m., v.) wheeler (n.) # will (n.) will (u.m.) reeze down (n., u.m.) out (n., u.m.) up (n., u.m.) night # house -mile # room rench-minded (u.m.) m h -looking (u.m.)	-painted (u.m.) frog belly eater -eyed (u.m.) face mouth nose pond tongue (medicine) front -end (u.m.) -focused (u.m.) runner stall -wheel (u.m.) fronto (c.f.) -occipital -orbital <i>rest one word</i> frost bite bow -free (u.m.) -hardy (u.m.) -heaving (u.m.) -killed (u.m.) lamp fruit cake # fly growing # shop	stalk frying # pan fuel # lin # oil full back -bellied (u.m.) blood -bound (u.m.) face -fashioned (u.m.) -flowering (u.m.) -grown (u.m.) -handed (u.m.) -headed (u.m.) -lined (u.m.) #load mouth -strength (u.m.) -time (u.m.) fundraising funlover funnel form -shaped (u.m.) fur clad (u.m.) coat -lined (u.m.) -trimmed (u.m.) fuseplug
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G

G major -man -minor -sharp gabfest gad about (n., u.m.) fly gaff-topsail gag -check (v.) root gaugepin gain say -sharing (u.m.) galact(o) (c.f.) <i>all one word</i> gallbladder galley # proof (printing) -west (u.m.) galvano (c.f.) <i>all one wni</i> game bag cock gang boss plank saw gapeseed garnet-brown (u.m.) gas bag bomb driven (u.m.) -fired (u.m.)	firing fitter -heated (u.m.) -laden (u.m.) l a m p lighted lint (auto) #Flint (people queue) iock meter work.9 gastro (c.f.) -omental <i>rest one word</i> gate leg (u.m.) pin post tender work8 gay cat colored (u.m.) # dog -looking (u.m.) gear case -driven (u.m.) fitter -operated (u.m.) set shift wheel gelatin -coated (u.m.) -making (u.m.) gelatino (c.f.) bromide chloride	gem cutter -set (u.m.) # stone genito (c.f.) <i>all one word</i> gentle folk -looking (u.m.) -mannered (u.m.) mouthed spoken (u.m.) geo (c.f.) <i>all one word</i> germ-free (u.m.) gerrymander' get -at-able away (n., u.m.) off (n., u.m.) -together (n., u.m.) I up (n., u.m.) ghost -haunted (u.m.) write (v.) giddy brain head -paced (u.m.) gilt-edge (u.m.) gin-run (u.m.) ginger brtad -colored (u.m.) snap spice give -and-take (n., u.m.)	away (n., u.m.) glacio (c.f.) <i>all one word</i> glad -cheered (u.m.) -sad glass blower cutter eater -eyed (u.m.) -hard (u.m.) works glauco (c.f.) <i>all one word</i> giidewth globetrotter glosso (c.f.) <i>all one word</i> glow lamp meter gluc(o) (c.f.) <i>all one word</i> glue pot stock glycero (c.f.) <i>all one word</i> glyco (c.f.) <i>all one word</i> go -ahead (n., u.m.) -around (n., u.m.) -as-you-please (u.m.) -back tn., u.m.) -between (n.) by (n.)	cart -devil (n.) -getter -getting (n., u.m.) -off (n., u.m.) goalpost roat -bearded (u.m.) drunk (u.m.) -eyed (u.m.) herd roat's -hair -horn god -conscious (u.m.) -fearing (u.m.) -forsaken (u.m.) -given (u.m.) htad -man -ordained (u.m.) sent (u.m.) -sped (u.m.) speed -taught (u.m.) rod child daughter father head hood less mother parent send ship son sonship joggle-eyed (u.m.)
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goings-on	gospel	-covered (u.m.)	sand (geology)	gun
gold	like	cutter	sick	beare
beater	-true (u.m.)	flat	stuff	blast
brick (swindle)	gourdhead	-green (u.m.)	sward	builder
# brick (of real gold)	Government (U.S. or foreign)	hop	town	cotton
-right (u.m.)	-in-exile	nut	(community)	crew
mown (u.m.)	-owned (u.m.)	plot	# wood (literal)	deck
digger	wide	root8	wood (forest)	fight
-filled (u.m.)	governmentwide	(nonliteral)	greyhound	fire
foil	(State, city, etc.)	# roots (literal)	gnidin	flint
-inlaid (u.m.)	grab	widow	griddlecake	lock
leaf	-all (n., u.m.)	grave	grip	paper
plate (v.)	hook	clothes	sack	pit
-plated (u.m.)	rope	digger	wheel	play
-plating (u.m.)	grade	side	rose-minded	point
smithing	finder	stead	(u.m.)	powder
-wrought (u.m.)	mark	ravel-blind (u.m.)	round	rack
golden	grain	ray	hog	-rivet (v.)
-fingered (u.m.)	cut (u.m.)	back (n., u.m.)	mam	runner
-headed (u.m.)	-laden (u.m.)	beard (n.)	nut	shot
mouthed	mark	-clad (u.m.)	path	-shy (u.m.)
good	sick	coat (n.)	plot	sight
bye	gram	-eyed (u.m.)	-sluicer	stock
-fellowship	-fast (u.m.)	-haired (u.m.)	speed	wale
-for-nothing (n., u.m.)	-meter	head	wave	ut
-looker	-molecular	-headed (u.m.)	water	less
-looking (u.m.)	-negative (u.m.)	out (n., u.m.)	roup-connect (v.)	string
-natured (u.m.)	-positive (u.m.)	rest	rownup (n., u.m.)	utter
# will (kindness)	grand	-aunt	rubstake	blood
will (salable asset)	aunt	coat	guard	-bred (u.m.)
goose	child, etc.	-eared (u.m.)	plate	snipe
bone	stand	-grandchild, etc.	rail	spout
cackle	grant-in-aid	-headed (u.m.)	guestchamber	ymno (c.f.)
-eyed (u.m.)	grape	heart	guidepost	all one word
flesh	fruit	mouthed	guided-missile	yneco (c.f.)
-footed (u.m.)	juice	reen	(u.m.)	all one word
herd	-leaved (u.m.)	back (n., u.m.)	guider-in	yro
mouth	seed	belt	gum	horizon
neck	stalk	(community)	boil	mechanism
pimple9	vine	clad (u.m.)	chewer	pelorus
rump	graphalloy	-eyed (u.m.)	digger	plane, compass,
step	grapho (c.f.)	gage (plum)	drop	etc.
wing	all one word	gill	-gum	
	grass	groce	lac	
	-clad (u.m.)	horn	-saline (n.)	
		-leaved (u.m.)	shoe	

H

H	stroke (printing)	-mast	-hard (u.m.)	cuff
-bar	alf	-miler	-harden (v.)	-cut (v.)
-beam	-and-half (n., u.m.)	-monthly (u.m.)	-hardened (u.m.)	embroidered
-bomb	-afraid	-on tn., u.m.)	head	(u.m.)
-hour	-alive	pace	lock	-fed (v.)
-pie&	-angry	penny	toe	fold
hack	back (football)	-ripe	-weld (v.)	grasp
barrow	-backed (u.m.)	-shy	-wrought (u.m.)	grenade
hammer	-baked (u.m.)	-sole (v.)	and	grip
log	blood (n.)	staff	bag	guard
saw	-bound (u.m.)	stitch	ball	gun
hailstorm	-bred (u.m.)	-strength (u.m.)	bank (v.)	-high (u.m.)
hair	breed	title	barrow	hold
band	caste	tone (printing)	bill	hole
breadth	-clear	track	-bound (u.m.)	-in-hand (u.m.)
brush	cock (v.)	true	bow	kerchief
check (n.)	cocked	-truth	brake	-knit (v.)
cloth	(nonliteral)	-weekly (u.m.)	breadth	-knitter
cut (n.)	-dark	wit	brush	laid
do	deck	-witted (u.m.)	-built (u.m.)	-letter (v.)
dresser	-decked (u.m.)	-yearly (u.m.)	car	lift (truck)
-fibered (u.m.)	-decker	allmark	-carry (v.)	liner
lock	-feed (v.)	am	cart	made
p i n	-hourly (u.m.)	shackle	-carve (v.)	-me-down (n., u.m.)
space (printing)	-life	string	clap	mix (v.)
splitting	* load	ammer	clasp	mold (v.)
0	-loaded (u.m.)	cloth	clean (v.)	mower
streak		dress (v.)	crank	

off (n., u.m.)	-working (u.m.)	ledge	heavy	hepta (c.f.)
out (n., u.m.)	wrought	lighting	back	<i>all one word</i>
pick (v.)	hare	liner	duty (u.m.)	here
post	brain	lock	eyed (u.m.)	about
press	foot	long	-footed (u.m.)	after
print	hound	mold	handed	at
rail	lip	most	-looking (u.m.)	by
reading	-mad (u.m.)	note	set (u.m.)	from
saw	harness-making	on (u.m.)	#water	in
scrape (v.)	(u.m.)	phone	weight (n., u.m.)	inabove
set	harum-scarum	plate	hecto (c.f.)	inafter
shake	has-been (n.)	post	<i>all one word</i>	inbefore
spade	hashmark	quarters	hedge	into
spike	hat	rail	born	of
splice	band	reach	breaker	on
split	brim	rest	hog	to
spring	brush	ring	hop	tofore
spun	cleaner	rope	Pie	under
-stamp (v.)	pin	set	row	unto
stand	rack	shake	heel	upon
stitch	rail	sill	ball	with
stroke	stand	space	band	herringbone
stuff	hatchet-faced	spin	block	hetero (c.f.)
-tailored (u.m.)	(u.m.)	spring	cap	-ousia, etc.
tap	haul	stall	fast	<i>rest one word</i>
tool	about (n., u.m.)	stand	grip	hexa (c.f.)
-tooled (u.m.)	away (n., u.m.)	start	pad	<i>all one word</i>
-tooling (u.m.)	back (n.)	stick	path	hi
truck	have-not (n., u.m.)	stock	plate	-fi
weave	haversack	stream	post	jack
wheel	hawk	strong	print	hide
worked	bill	wall	ring	-and-see (n.,
woven	-billed (u.m.)	waiter	stay	u.m.)
write (v.)	-nosed (u.m.)	wind	strap	away (n., u.m.)
written	hawse	header-up	tap	o u t (n., u.m.)
wrought	hole	break-all (n., u.m.)	helio (c.f.)	high
handie-talkie	pipe	heart	<i>all one word</i>	ball
handlebar	hay	ache	hell	binde
hang	band	aching	bender	born
dog	cap	beat	bent	bred
nail	cart	block	born	brow
net	cock	blood	bred	(nonliteral)
out (n., u.m.)	fork	break	cat	caliber (u.m.)
up tn.)	lift	bum	-dark (u.m.)	-class (u.m.)
hanger	loft	deep	diver	flier (n.)
-back	market	felt'	dog	flying (u.m.)
-on	mow	free (u.m.)	fire	-foreheaded
-up	rack	grief	hole	(u.m.)
happy-go-lucky	rake	heavy	hound	handed
hara-kiri	rick	leaf	-red (u.m.)	-hat (v.)
harborside	scented (u.m.)	-leaved (u.m.)	ship	iinks
hard	seed	nut	helpmeet	lander
-and-fast (u.m.)	stack	quake	helter-skelter	# light (literal)
back (beetle)	wire	seed	hemstitch	light (nonlit.)
-baked (u.m.)	hazel	rick	hema (c.f.)	-minded (u.m.)
-bitten (u.m.)	-eyed (u.m.)	sore	<i>all one word</i>	-power (u.m.)
-boiled (u.m.)	nut	string	hemato (c.f.)	-pressure
case	he-man	struck	<i>all one word</i>	(u.m., v.)
core	head	throb	hemi (pref.)	-priced (u.m.)
fist (n.)	ache	-throbbing (u.m.)	<i>all one word</i>	# proof
handed	achy	-weary (u.m.)	hemo (c.f.)	-reaching (u.m.)
hat (n.)	band	hearth	<i>all one word</i>	-rigger (n.)
head	bande	rug	hemp	rise (building)
-hit (u.m.)	block	warming	seed	road
-looking (u.m.)	cap	heat	string	# seas
mouthed	chair	drops	hen	speed (u.m.)
nose	cheese	-resistant (u.m.)	bill	stepper
pan	chute	stroke	coop	-tension (u.m.)
-preened (u.m.)	cloth	treat (v.)	-feathered	-up (u.m.)
-set (u.m.)	dress	-treating (u.m.)	(u.m.)	# water
ship	-ender	heaven	pecked	higher-up (n.)
spun	first	-inspired (u.m.)	roost	hill
stand	frame	-sent (u.m.)	hence	billy
tack	gate	heaver	forth	culture
top (auto)	gear	off	fonvard	(farming,
-won (u.m.)	hunter	out	hepato (c.f.)	ride
*work	lamp	-over	<i>all one word</i>	top

hind brain cast gut (n.) head leg most quarter saddle sight wing	holder -forth on -up hole -high (u.m.) through hollow back (bookbinding) -backed (u.m.) -eyed (u.m.) faced -ground (u.m.) holo (c.f.) <i>all one word</i> home -baked (u.m.) body born bred brew builder comer -fed (u.m.) felt folk freeze (u.m., v.) front furnishings (n.) grown lander life made plate seeker rick spun stead stretch town woven homeo (c.f.) <i>all one word</i> homo #legalis #sapiens homo (c.f.) -ousia, to <i>rest one word</i> honey colored (u.m.) comb dew drop eater -laden (u.m.) lipped	moon mouthed pot sucker sweet honor # man mod cap mold wink hoof beat mark print -printed (u.m.) hook ladder nose -nosed (u.m.) pin up (n., u.m.) hooker off on out -over -up hoopstick hop about (n., u.m.) off (n., u.m.) scotch toad hopper bum dozer horehound hormono (c.f.) <i>all one word</i> horn bill blende blower -eyed (u.m.) pipe stay tip horny handed horse back breaker car cloth dealer fair fight flesh hair head	herd hide hoof -hour jockey laugh meat mint play pond power-hour power-year pox race sense (n.) shoe thief whip lot bed blood -blooded (u.m.) brain cake cold dog foot heed (n.) -mix (u.m.) pack patch plate -press (v.) rod (nonliteral) -roll (v.) -rolled (u.m.) spot -work (v.) houndshark ourglass ouse breaking broken builder cleaner cleaning (u.m.) coat dress father furnishing(s) (n.) guest hold husband mother parent pest -raising (u.m.) ridden top	trailer wares warming wife wright how -do-you-do (n.) ever soever hub cap -deep (u.m.) humankind humble bee -looking (u.m.) mouthed -spirited (u.m.) humdrum humero (c.f.) olecranal <i>rest one word</i> hump back -shouldered (u.m.) humpty-dumpty hunchback hundred fold -legged (u.m.) -percenter -pounder weight Hung-up (u.m.) hunger -mad (u.m.) -worn (u.m.) hurly-burly hush -hush up (n., u.m.) hydro (c.f.) -electric, plant, power, etc. #station <i>rest one word</i> hygro (c.f.) <i>all one word</i> hyper (pref.) -Dorian, etc. <i>rest one word</i> hypo (c.f.) <i>all one word</i> hystero (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>
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I

I -bar -beam iron -rail ice berg blind #blindness blink block bone breaker cap clad (u.m.)	cold (u.m.) cooled (u.m.) covered (u.m.) f a l l #fishing floe (island) flow (current) -free (u.m.) melt pack -plant p l o w quake #water	ichthyo (c.f.) <i>all one word</i> ideo (c.f.) -unit <i>rest one word</i> idle headed -looking (u.m.) -minded (u.m.) ileo (c.f.) <i>all one word</i> ilio (c.f.) <i>all one word</i> ill -advised (u.m.)	-being (n.) -born (u.m.) -bred (u.m.) #breeding (n.) -doing (n., u.m.) -fated (u.m.) -humored (u.m.) -looking (u.m.) -treat (v.) -use (v.) -wisher -wishing (u.m.) in -and-in (u.m.) -and-out (u.m.)	-and-outer -being (u.m.) -flight (u.m.) -house -law (n.) asmuch, sofar #re, #rem, #situ, etc. in (pref.) active (u.m.) depth (u.m.) hospital (u.m.) migration (u.m.) service (u.m.), etc.
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inch deep (u.m.) -long (u.m.) meal -pound -ton indexdigest indigo -blue (u.m.) carmine (u.m.) Indo (c.f.) chinese -European, etc. infra (pref.) -anal -auricular -axillary	-esophageal -umbilical <i>rest one word</i> inguino (c.f.) <i>all one word</i> ink -black (u.m.) mixer pot slinger spot spotted (u.m.) stain stand well inner city (u.m.)	#man spring in0 (c.f.) <i>all one word</i> insect-borne (u.m.) inter (pref.) -American, etc. <i>rest one word</i> intra (pref.) -atomic, etc. <i>rest one word</i> intro (pref.) all one wtd Irish -American (u.m.) -born (u.m.)	iron back -braced (u.m.) clad fisted -free (u.m.) handed hard -lined (u.m.) mold -red (u.m.) shod shot (mineral) (u.m.) #shot (golf) side works	ironer-up island -born (u.m.) dotted (u.m.) iso (c.f.) -octane oleic -osmosis <i>rest one word</i> i v o r y - t i n t e d (u.m.) type (photog.) -white (u.m.) ivy clad (u.m.) -covered (u.m.)
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J

J-bolt j u k am hammer head -in-the-box knife -of-all-trades -o'-lantern -plane (v.) pot rabbit screw shaft snipe stay straw tar	jam nut packed j a w bone breaker foot -locked (u.m.) twister j a y hawk walk jelly bean roll jerry -build (v.) builder	-built (u.m.) jet black (u.m.) i n e r port -powered (u.m.) prop -propelled (u.m.) stream wash jewel -bright (u.m.) studded (u.m.) jew's-harp jib head -o-jib stay	jig -a-jig back -drill (v.) MW job seeker #shop joggle # piece joint # owner joulemeter joy hop killer ride stick jump off (n., u.m.)	rock jungle -clad (u.m.) -covered (u.m.) ride junkpile jury # box -fixing (u.m.) -rigged (u.m.) juxta (c.f.) -ampullar -articular <i>rest one word</i>
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K

K -ration -term keel block fat haul -laying (u.m.) # line keepsake kerato (c.f.) <i>all one word</i> kettle drum stitch key bolt hole lock note punch ring seat	stop word kick about (n., u.m.) back (n., u.m.) -in (n., u.m.) off (n., u.m.) out (n., u.m.) up (n., u.m.) killjoy kiln dry (u.m., v.) eye hole rib stick tree kilo (pref.) gram-meter voltampere watthour <i>rest one word</i> kindheart	king bolt head hood hunter pin kins folk people kiss-off (n., u.m.) kite flier flying knapsack knee -braced (u.m.) brush cap -deep (u.m.) -high (u.m.) hole pad pan	strap knick knack point knight &rant head hood knitback knob kerrie stick knock about (n., u.m.) away (n., u.m.) down (n., u.m.) -knee (n.) -knead (u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) up (n., u.m.)	knocker -off -up knot hole horn know -all (n., u.m.) -how (n., u.m.) -it-all (n., u.m.) -little (n., u.m.) -nothing (n., u.m.) knuckle bone deep (u.m.) -knead (u.m.) Ku # Klux # Klan
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L

L -bar -beam -block -shaped -square labio (c.f.) <i>all one word</i> laborsaving	lace -edged (u.m.) # edging wing (insect) -winged (u.m.) worked lackluster ladder-backed (u.m.)	lady beetle finger killer ship lake bed front lander	shore ride ameduck (nonliteral) (n., u.m.) amp black -blown (u.m.) -foot	hole -hour # house lighter lit post shade stand wick
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land	law	most	lily	log
#base	-abiding (u.m.)	-sided (u.m.)	handed	jam
-based (u.m.)	breaker	wing (political)	-shaped (u.m.)	roll
#bird	-fettered (u.m.)	eg	-white (u.m.)	sheet
fall	give	band	lime	oggerhead
fas	suit	puller	juice	ogo (c.f.)
fil	lawnmower	rope (v.)	kiln	all one word
flood	lay	end-lease	lighter	ong
form	away (n., u.m.)	epito (c.f.)	pit	-awaited (u.m.)
grabber	back (n., u.m.)	all one word	quat	head (n.)
-grant (u.m.)	-by (n.)	et	wash	-bearded (u.m.)
holding	down (n., u.m.)	down (n., u.m.)	linch	-billed (u.m.)
lady	-minded (u.m.)	off (n., u.m.)	bolt	bow
locked	off (n., u.m.)	up in.; u.m.)	pin	cloth
look	on (n., u.m.)	drop	line	-distance (u.m.)
lord	out (n., u.m.)	gram	-bred (u.m.)	-drawn (u.m.)
lubber	up (n., u.m.)	head	-breed (v.)	felt
mark	layer	-perfect (u.m.)	casting	hair (n.)
mass	-on	press	crew	-haired (u.m.)
mine	-out	space	cut (printing)	hand (nonlit.)
-poor (u.m.)	-over	euc(o) (c.f.)	finder	-handed (u.m.)
right	-up	all one word	up (n., u.m.)	-handled (u.m.)
scape	lazy	liberal-minded	walker	head (n.)
sick	bones	(u.m.)	link	horn (cattle)
side	boots	lieutenant	up (n., u.m.)	-horned (u.m.)
slide	legs	# colonel	# up (v.)	leaf
slip	lead	-colonelcy	lion	-leaved (u.m.)
spout	-alpha	# governor	-bold (u.m.)	-legged (u.m.)
storm	-burn (v.)	-governorship	-headed (u.m.)	legs (n.)
wuh	-filled (u.m.)	life	-maned (u.m.)	-lived (u.m.)
wire	-gray (u.m.)	belt	lip	mouthed
wrack	-in (n., u.m.)	blood	read	-necked (u.m.)
lantern-jawed	line	float	service	nose (n.)
(u.m.)	# line (medial,	drop	stick	-nosed (u.m.)
lap	naut. only)	float	listener-in	-past (u.m.)
belt	off (n., u.m.)	giver	litho (c.f.)	play (records)
-lap	out (n., u.m.)	guard	-offset	playing (u.m.)
robe	leaden	hold	rest one word	run (u.m.)
streak	-eyed (u.m.)	* ket	little	spun
weld (v.)	pated	long -	-known (u.m.)	standing (u.m.)
-welded (u.m.)	-souled (u.m.)	raft	neck (clam)	stitch
-welding (u.m.)	leader # line	ring	-used (u.m.)	wave (radio)
large	leaf	saver	lire	ways
-eyed	bud	size (u.m.)	# load	wool (sheep)
-handed (u.m.)	clad (u.m.)	-sized (u.m.)	long	ook
-minded (u.m.)	-eating (u.m.)	span	stock	down (n., u.m.)
mouthed	-red (u.m.)	spring	# wire	-in (n., u.m.)
4scale (u.m.)	-shaped (u.m.)	stream	wire	out (n., u.m.)
luk	stalk	style	(nonliteral)	through (n.,
colored (u.m.)	lean	tide	liver	u.m.)
spur	-faced (u.m.)	vest	-brown (u.m.)	oker-on
laryngo (c.f.)	-looking (u.m.)	weary (u.m.)	-colored (u.m.)	oop
all one word	-to (n., u.m.)	ift-off (n., u.m.)	wunt	hole
last	leapfrog	ight	living # room	stitch
-born (u.m.)	lease	-armed (u.m.)	loadmeter	pose
cited (u.m.)	back (n., u.m.)	clad (u.m.)	loanword	leaf (u.m.)
-ditcher	hold	colored (u.m.)	lob	mouthed
-named (u.m.)	leather	drab (u.m.)	fig	-tongued (u.m.)
latch	back	dmft (u.m.)	lolly	op
bolt	-backed (u.m.)	face (printing)	lobster-tailed	cared (u.m.)
key	-hound (u.m.)	-footed (u.m.)	(u.m.)	sided
string	-brown (u.m.)	handed	lock	oud
late	-covered (u.m.)	house # keeping	fast	mouthed
-born (u.m.)	head	(nautical)	hole	speaker (radio)
comer	neck	# housekeeping	jaw	-voiced (u.m.)
-lamented (u.m.)	ride	(domestic)	nut	ove
-maturing (u.m.)	leavetaking	mouthed	out (n., u.m.)	born
latero (c.f.)	lee-bow (v.)	-producing (u.m.)	pin	-inspired (u.m.)
all one word	leech	ship	ring	lom
lath-backed	eater	struck (u.m.)	step	seat
(u.m.)	# rope	weight (n., u.m.)	stitch	rick
lathe-bore (v.)	left	-year	up (n., u.m.)	ow
latter	-bank (v.)	ghter-than-air	washer	born
day (u.m.)	# field (sports)	(u.m.)	locker # room	bred
most	-hand (u.m.)	ike	lode	brow (nonlit.)
laughingstock	-handed (u.m.)	-looking (u.m.)	star	browed
laundry # room	-hander	-minded (u.m.)	stuff	(nonliteral)

-built (u.m.) down (n., u.m.) -downer -lander -lived (u.m.) -lying (u.m.)	-power (u.m.) -pressure (u.m.) #water lower case (printing)	most lug bolt mark sail lukewarm	lumbe jack #room lumbo (c.f.) -ovarian rest one word	lumen-hour lung -grown (u.m.) motor lying-in (n., u.m.)
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M

M-day macebearer machine -finished (u.m.) gun -hour -made (u.m.) #shop #work macro (c.f.) all one word mad brain cap made -over (u.m.) -up (u.m.) magnetite -basalt -olivinite -spinellite magneto (c.f.) -optics rut one word mahjong maid #of#honor servant maiden hair head hood mail bag clad clerk guard -order (u.m.) pouch truck main frame mast pin sail sheet spring stay stream (nonliteral) top topmost #yard major -domo -leaguer -minor make -believe (n., u.m.) fast (n.) ready (printing) shift up (n., u.m.) weight maker -off -up making#up	nal (c.f.) all one word nan back -child -created (u.m.) -day eater -fashion (u.m.) -grown (u.m.) handle hater high (u.m.) -hole hood -hour kille kind made (u.m.) -minute of-war (ship) rope servant -size (u.m.) slaughter slayer stealer stopper trap -woman -year nanic-depressive nanifold nantel rhelf tree nany -colored (u.m.) -folded (u.m.) plies sided (u.m.) nap reader tack narble head -looking (u.m.) -topped (u.m.) -white (u.m.) nare's -nest -tail nuk down (n., u.m.) off (n., u.m.) rhot up (n., u.m.) narker down -off -up narketplace narrowbone narsh buck mallow (confection) #mallow (plant)	mass -minded (u.m.) -produce (v.) mast -brown (u.m.) head master #at#arms mind #of#ceremonies ship #workman m&covered (u.m.) match head -lined (u.m.) mark safe stick maxi (n.) maxi (pref.) all one word May #Day -day (u.m.) pole tide may be (adv.) beetle day (distress call) hap mealymouth mean -acting (u.m.) -spirited (u.m.) time (meanwhile) #time (astronomical) tone (u.m.) while meat ball cutter -eater -fed (u.m.) hook -hungry (u.m.) packer works wrapper mechanic0 (c.f.) all one word medico (c.f.) all one word medio (c.f.) all one word medium -brown (u.m.) -size(d) (u.m.) weight (n., u.m.) meek -eyed (u.m.) -spirited (u.m.) meetingplace megalo (c.f.) all one word	mmelon -laden (u.m.) shaped (u.m.) mmelt down (n., u.m.) water men folk kind meningo (c.f.) all one word merry -go-round mating -mined (u.m.) meshbag meso (c.f.) all one word mess hall kit tin -up (n., u.m.) meta (pref.) all one word metat ammonium clad (u.m.) -coated (u.m.) -lined (u.m.) works mmeter -amperes gram -kilogram -kilogram-second -millimeter metro (c.f.) all one word mezzo graph relievo soprano tint micro (c.f.) organism rest one word mid (c.f.) -American, etc. -April day -decade -dish -ice -1959 -Pacific, etc. -Victorian, etc. rest one word mRiddle -aged (u.m.) breaker brow (nonlit.) -burst (v.) buster moot -of-the-roader -sized (u.m.)	splitter weight nidi (n.) nidi (pref.) all one word mighty-handed (u.m.) ail-foot mild -cured (u.m.) spoken (u.m.) mile -long (u.m.) -ohm post -pound -ton -wide (u.m.) nilk -fed (u.m.) head shake shed rick sop -white (u.m.) mill cake course dam feed hand -headed (u.m.) pond post race ring stock stream wright nilli (c.f.) gram-hour rest one word nincemeat nind -healing (u.m.) reader set (n.) right nine layer ship sweeper thrower works nini (n.) nini (pref.) all one word ninor-leaguer ninite#book nirror -faced (u.m.) scope nis (pref.) all one word nist bow clad (u.m.)
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-covered (u.m.) fall miter. #box -lock (v.) mix blood up (n.) mixing #room mizzenmast mock -heroic (u.m.) up (n., u.m.) mock-up mocking stock -up (u.m.) mole made (u.m.) #shop mole catcher eyed (u.m.) head heap hill money bag changer getter grubber lender -mad (u.m.) saver monkey -faced (u.m.) nut pod	pot shine mono (c.f.) -ideistic -iodo -iodohydrin -ion -ousian <i>rest one word</i> month end long (u.m.) moon beam bill blind #blindness blink born -bright (u.m.) calf down eye face gazing glow head lighter lit -mad (u.m.) path rise sail set shade shine shot sick	struck tide walker -white (u.m.) moosecall mop head stick up (n., u.m.) mopper-up moppingup (u.m.) morningtide mosquito #boat -free (u.m.) moan back clad (u.m.) -green (u.m.) -grown (u.m.) head -lined (u.m.) most-favored- nation (u.m.) moth ball -eaten (u.m.) hole mother hood -in-law -of-pearl mota (c.f.) <i>all one word</i> motor bike bus cab	cade car coach cycle -driven (u.m.) drome jet -minded (u.m.) ship truck van moundbuilder mountain -high (u.m.) side top -walled (u.m.) mouw -brown (u.m.) -eared (u.m.) -eaten (u.m.) hole trap mouth -filling (u.m.) -made (u.m.) wash muck rake (v.) sweat muco (c.f.) <i>all one word</i> mud bank bath cap -colored (u.m.) flat	flow guard head hole lark sill slinger -splashed (u.m.) stain sucker track muddlehead mule back skinner multi (c.f.) <i>all one word</i> multiple-purpose (u.m.) music lover -mad (u.m.) musico (c.f.) <i>all one word</i> musk melon rat mutton #chop (meat) chop (shape) fist head myria (c.f.) <i>all one word</i> myth0 (c.f.) <i>all one word</i> myxo (c.f.) <i>all one word</i>
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N

nail bin brush head -headed (u.m.) print puller rod -shaped (u.m.) -studded (u.m.) name -calling (u.m.) -dropping (u.m.) plate sake narco (c.f.) <i>all one word</i> narrow heartedness -mouthed (u.m.) minded naso (c.f.) -occipital -orbital <i>rest one word</i> native-born (u.m.) navy-blue (u.m.) near -acquainted (u.m.) -bordering (u.m.) by -miss righted neat's-foot (u.m.)	neck band bone -breaking (u.m.) cloth -deep (u.m.) fast guard -high (u.m.) hole lace mold tie necro (c.f.) <i>all one word</i> needle bill case -made (u.m.) point -shaped (u.m.) -sharp (u.m.) worked ne'er-do-well neo (c.f.) -Greek, etc. <i>rest one word</i> nephro (c.f.) <i>all one word</i> nerve ache -celled (u.m.) -racked (u.m.) net ball	braider -veined (u.m.) nettle fire foot some neuro (c.f.) <i>all one word</i> never ending (u.m.) more theless new born -car (u.m.) corner -created (u.m.) fangled -fashioned (u.m.) -front (v.) -made (u.m.) -mown (u.m.) -rich (u.m.) newlywed new case cast clip dealer -greedy (u.m.) letter paper paper # work paper # worker photo print	reader reel sheet stand story teller nick -eared (u.m.) name nickel plate (v.) -plated (u.m.) -plating (u.m.) type night -black (u.m.) cap -clad (u.m.) clothes club dress fall -fly (aviation) (v.) -flying (u.m.) gown -grown (u.m.) hawk long (u.m.) mare shade shirt side tide -veiled (u.m.) walker	nimble -fingered (u.m.) footed nimbostratus (clouds) nine fold holes -lived (u.m.) penny bail pin score nitro (c.f.) -hydro-carbon <i>rest one word</i> no -account (n., u.m.) -fault -good (n., u.m.) -hitter (n.) how #man's land -par (u.m.) -par-value (u.m.) -show (n., u.m.) -thoroughfare (n.) whit noble -born (u.m.) -featured (u.m.) heartedness -looking (u.m.) -m hdel (u.m.) nol-pros (v.)
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P

pace-setting (u.m.)	papier#mache	-breaker	pest	-eyed
pachy (c.f.)	para (c.f. or pref.)	-loving (u.m.)	hole	marker
all one word	-aminobenzoic	peach	-ridden (u.m.)	pan
pack	-analgesia	bloom	petcock	plant
builder	-anesthesia	blow (color)	peternet	-stuffed (u.m.)
cloth	# red	colored (u.m.)	petro (c.f.)	piece
horse	rest one word	pear-shaped	-occipital	-dye (v.)
-laden (u.m.)	parcel-plate (v.)	(u.m.)	rest one word	meal
sack	parchment	pearl	pharmaco (c.f.)	. mold
saddle	-covered (u.m.)	-eyed (u.m.)	-oryctology	piezo (c.f.)
staff	# maker	fishing	rest one word	-oscillator
thread	-making (u.m.)	-pure (u.m.)	pharyngo (c.f.)	rest one word
up (n., u.m.)	parieto (c.f.)	-set (u.m.)	-esophageal	pig
packing# box	-occipital	-studded (u.m.)	-oral	-back (v.)
pad	rest one word	white (u.m.)	rest one word	-backed (u.m.)
cloth	parimutuel	peat	phase	-bellied (u.m.)
lock	part	-roofed (u.m.)	meter	belly
tree	-finished (u.m.)	stack	out (n., u.m.)	-eyed (u.m.)
paddlefoot	# owner	pebble	-wound (u.m.)	face
page	-time (u.m.)	-paved (u.m.)	pheno (c.f.)	-faced (u.m.)
-for-page (u.m.)	-timer (n.)	4trtwn (u.m.)	all one word	foot
# proof (printing)	# way	peeloff (n., u.m.)	philo (c.f.)	-footed (u.m.)
painkiller	parti (c.f.)	peep	-French, etc.	headed
painstaking	all one word	eye	rest one word	herd
paint	party # line	hole	phlebo (c.f.)	out
brush	parvi (c.f.)	show	all one word	pen
mixer	all one word	sight	phono (c.f.)	root
pot	pass	pegleg	all one word	etick
stained (u.m.)	back (n.)	pellmell	phorpho (c.f.)	sty
pale	key	pen	all one word	tailed
belly	out (n., u.m.)	-cancel (v.)	photo (c.f.)	wash
-blue (u.m.)	port	head	-offset	pigeon
buck	through	knife	-oxidation	gram
-cheeked (u.m.)	word	manship	oxidative	hole
face (n.)	passenger-mile	point	rest one word	-toed (u.m.)
-faced (u.m.)	passer(s)-by	pusher	phreno (c.f.)	wing
-looking (u.m.)	passion	rack	all one word	piggyback
-reddish (u.m.)	driven (u.m.)	script	phrasemark	pike
paleo (c.f.)	-feeding (u.m.)	-shaped (u.m.)	(music)	-eyed (u.m.)
-Christian, etc.	-filled (u.m.)	stock	phylo (c.f.)	staff
rest one word	paste	trough	all one word	pile
pallbearer	down (n., u.m.)	pencil	phylo (c.f.)	driver
palm	pot	# box	all one word	-driving (u.m.)
-green (u.m.)	up (n., u.m.)	-mark (v.)	phyrico (c.f.)	hammer
shaded (u.m.)	patent-in-fee	penny	all one word	up (n., u.m.)
palmi (c.f.)	path	-e-liner	phyrio (c.f.)	woven
all one word	breaker	pincher	all one word	pill
pan	finder	weight	phyto (c.f.)	pusher
-American, etc.	patho (c.f.)	winkle	all one word	rolling
-broil (v.)	all one wrd	worth	piano	taker
# ice.	patri (c.f.)	pent-up (u.m.)	forte	pillow
rest one word	all one word	penta (c.f.)	graph	case
Pan	pattycake	-acetate	player	made
# American	pawnbroker	rest one word	pick	slip
Union	pay	peptalk	aback	pilot
(official name)	back (n., u.m.)	pepper	ax	# boat
hellenic	check	corn	lock	# light
panel-lined	day	mint	-me-up (n., u.m.)	pin
(u.m.)	dirt	pot	off (n., u.m.)	ball
panic-stricken	off (n., u.m.)	-red (u.m.)	over (n., u.m.)	block
(u.m.)	out (n., u.m.)	per	# over (v.)	bone
panto (c.f.)	roll	cent	pocket	m a
all one word	sheet	# centum	pole	cushion
panty hose	-TV	compound	shaft	-eyed (u.m.)
paper	pea	(chemical)	up (n., u.m.)	fall
back (n.)	coat	current	picker-up	feather
# box	cod	(botanical)	picket # line	fire
cutter	-green (u.m.)	# diem	pickle-cured (u.m.)	fold
hanger	jacket	salt (chemical)	picture	head
shell (n., u.m.)	nut	# se	# book	hold
-shelled (u.m.)	shooter	sulfide	# writing	hole
-thin (u.m.)	sized (u.m.)	peri (pref.)	pie	hook
weight	stick	-insular	bald	lock
-white (u.m.)	peace	rest one word	crust	paper
	-blessed (u.m.)	permafrost	enter	point

prick	plane	neumo (c.f.)	# partum	prick
rail	-mile	<i>all one word</i>	# school (military	-eared (u.m.)
setter	, parallel (u.m.)	rock	audit, graduate,	mark
spot	table	mark	etc.	seam
stripe	(surveying)	-marked (u.m.)	<i>as prefix, one</i>	priest
-tailed (u.m.)	lani (c.f.)	-pit (v.)	<i>word</i>	hood
up (n., u.m.)	<i>all one word</i>	rocket	not	-prince
wheel	lano (c.f.)	book (purse)	ash	prime
pinch	<i>all one word</i>	# book (book)	bellied	# minister
back	lantlife	-eyed (u.m.)	boil	-ministerial
bar	late	knife	eye	(u.m.)
beck	-incased (u.m.)	-sized (u.m.)	hanger	-ministership
cock	layer	-veto (v.)	head	-ministry
fist	mark	net	herb	prince
-hit (v.)	proof (printing,	-artist	hole	hood
-hitter	-roll (v.)	-painter	hook	-priest
penny	-rolled (u.m.)	ointblank	hunter	print
pine	lay (c.f.)	oison-dipped	latch	cloth
apple	<i>all one word</i>	(u.m.)	lid	out
-bearing (u.m.)	lay	role	luck	script
-clad (u.m.)	-act (v.)	arm	pie	printing
-fringed (u.m.)	back (n., u.m.)	-armed (u.m.)	pourri	-in (n., u.m.)
-shaded (u.m.)	bill	ax	rack	out (n., u.m.)
pink	broker	burn	rhot	prison
-blossomed (u.m.)	day	cat	whiskey	-free (u.m.)
eye (n.)	down (n., u.m.)	-dried (u.m.)	otato # field	-made (u.m.)
-eyed (u.m.)	fellow	horse	oultry	prisoner-of-war
pipe	goer	-pile (v.)	# house	(u.m.)
-drawn (u.m.)	going	setter	# keeper	prize
dream	ground	-shaped (u.m.)	-keeping (u.m.)	fighter
fitter	off (n., u.m.)	sitter.	# raiser	taker
layer	pen	stack (v.)	-raising (u.m.)	winner
lined	reader	star	# yard	-winning (u.m.)
-shaped (u.m.)	script	timber	ound	Pro
stem	quit	trap	cake	-Ally, etc.
walker	hing	-vault (v.)	-foolish (u.m.)	# forma
welder	wright	olitico (c.f.)	-foot	# rata
pisci (c.f.)	yard	orthodox	worth	# tem
<i>all one word</i>	leasure	<i>rest one word</i>	owder	# tempore
pistol-whipped (v.)	-bent (u.m.)	oly (c.f.)	-blue (u.m.)	<i>as prefix, one</i>
pistonhead	# boat	<i>all one word</i>	# house	<i>word</i>
pit	seeking (u.m.)	oor	# mill	procto (c.f.)
-eyed (u.m.)	-tired (u.m.)	blooded (u.m.)	# room	<i>all one word</i>
fall	-weary (u.m.)	farm	scorched (u.m.)	profit
head	leo (c.f.)	-spirited (u.m.)	ower	-and-loss (u.m.)
-headed (u.m.)	<i>all one word</i>	op	driven (u.m.)	sharing (u.m.)
hole	leuro (c.f.)	corn	operated (u.m.)	prong
mark	<i>all one word</i>	eye	pack	buck
-marked (u.m.)	low	gun	plant	-hoe (v.)
-rotted (u.m.)	back (n., u.m.)	up (n., u.m.)	praise	horn
saw	-bred (u.m.)	poppy	-deserving (u.m.)	-homed (u.m.)
ride	hand	-bordered (u.m.)	-spoiled (u.m.)	Proof
pitch	horse	cock	worthiness	read
-black (u.m.)	pan	-red (u.m.)	pre (pref.)	sheet
blende	point	seed	-Incan, etc.	prop
# box	-shaped (u.m.)	port	resident	jet
-colored (u.m.)	share	fire	-elect	wash
-dark (u.m.)	shoe	folio	# pro # tempore	proso (c.f.)
fork	sole	hole	press	<i>all one word</i>
hole	staff	hook	# agent	proto (c.f.)
-lined (u.m.)	# tail	manteau	-agency	-Egyptian, etc.
-marked (u.m.)	wright	-mouthed (u.m.)	feeder	<i>rest one word</i>
out (n., u.m.)	lug	ride	-forge (v.)	proud
up (n., u.m.)	hole	post	-made (u.m.)	-looking (u.m.)
place	-in (n., u.m.)	# bellum	mark	-minded (u.m.)
card	tray	# boat	pack (v.)	pseudo (c.f.)
kick	-ugly (n., u.m.)	card	plate	-Messiah, etc.
plague-infested	lume-crowned	-Christian, etc.	# proof (printing)	-occidental
(u.m.)	(u.m.)	Cdiem	reter (pref.)	-official
plain	luri (c.f.)	-free (u.m.)	<i>all one word</i>	-orientalism
back (fabric)	<i>all one word</i>	haste	rice	-orthorhombic
-bodied (u.m.)	luto (c.f.)	# hospital	# cutter	-osteomalacia
clothes (u.m.)	<i>all one word</i>	(military)	cutting (u.m.)	-owner
-headed (u.m.)	neumato (c.f.)	@meridiem	# fixer	<i>rest one word</i>
-looking (u.m.)	-hydato-genetic	# mortem (literal)	-fixing (u.m.)	psycho (c.f.)
-spoken (u.m.)	(u.m.)	mortem (non-	list	organic
woven (u.m.)	<i>rest one word</i>	literal)	support (u.m.)	<i>rest one word</i>

ptero (c.f.) <i>all one word</i>	on (n., u.m.)	-marked (u.m.)	cart	putter
public	out (n., u.m.)	out (n.)	off (n., u.m.)	-forth
-minded (u.m.)	-push (u.m.)	pure	-pull (u.m.)	-in
spirited (u.m.)	through	blood	up (n., u.m.)	off
pug	(n., u.m.)	bred	pussy	on
nose	up (n., u.m.)	#line (biological)	c a t	out
-pile (v.)	puller	purple	foot	-through
pull	-in	-blue (u.m.)	put	-up
back (n., u.m.)	out	clad (u.m.)	back (n., u.m.)	pyo (c.f.)
#box	punch	colored (u.m.)	off (n., u.m.)	<i>all one word</i>
down (n., u.m.)	bowl	heart (wood)	on (n., u.m.)	pyro (c.f.)
-in (n., u.m.)	card	purh	out (n., u.m.)	<i>all one word</i>
off (n., u.m.)	-drunk (u.m.)	button	-put (n.)	
	mark	card	-up (n., u.m.)	

Q

Q	-bloom (u.m.)	saw (v.)	quick	#time
-boat	-bound (u.m.)	staff	change (u.m., v.)	-witted (u.m.)
-fever	-breed (u.m.)	stretch	-drawn (u.m., v.)	quin (c.f.)
quadri (c.f.)	-cast (u.m.)	quartermaster	freeze (u.m., v.)	<i>all one word</i>
-invariant	cut (u.m.)	*general	lime	quit
<i>rest one word</i>	deck	-generalship	sand	claim
quarter	-miler	quasi	set	rent
-angled (u.m.)	pace	<i>all hphened</i>	silver	
back	-phase (u.m.)	queen #bee	step	

R

rabbit	wash	re (pref.)	out (n., u.m.)	dght
-backed (u.m.)	rakeoff (n., u.m.)	cover (cover	skinned (u.m.)	about
-eared (u.m.)	ram	again). create	tape (nonliteral)	about-face
mouth	jet	(create again),	#tape (literal)	-angle (u.m., v.)
-mouthed (u.m.)	rod	etc.	-throated (u.m.)	-angled (u.m.)
race	shackle	-cross-	-yellow (u.m.)	#field (sports)
about (n., u.m.)	ranch #hand	examination	reli (c.f.)	-handed (u.m.)
course	range	-ice	<i>all one word</i>	-hander
goer	finder	-ink	repair #shop	-headed (u.m.)
home	#light	-redirect	representative	most
track	rider	<i>rest one word</i>	#at #large	of-way
radarscope	rash	reading #room	-elect	wing
radio	-brain (u.m.)	readout (n.)	research #worker	(political)
<i>generally tw</i>	-headed (u.m.)	ready	resino (c.f.)	im
<i>words except</i>	-hearted (u.m.)	ready	<i>all one word</i>	-deep (u.m.)
<i>the following</i>	-minded (u.m.)	-built (u.m.)	retro (c.f.)	fire
<i>forms</i>	rat	-handed (u.m.)	-ocular	lock
frequency	bite	made (u.m.)	-omental	rock
isotope	catcher	-mix (u.m.)	operative	ing
telegraph	hole	-witted (u.m.)	oral	-adorned (u.m.)
telephone	-infested (u.m.)	rear	<i>rest one word</i>	-banded (u.m.)
radiumtherapy	-tailed (u.m.)	guard	rheo (c.f.)	-billed (u.m.)
rag	-tight (u.m.)	most	<i>all one word</i>	bolt
bolt	trap	view (u.m.)	rhino (c.f.)	giver
-made (u.m.)	rate	reception #room	<i>all one word</i>	head
sorter	-cutting (u.m.)	recordbreaker	rhio (c.f.)	-in (n., u.m.)
tag	-fixing (u.m.)	recti (c.f.)	<i>all one word</i>	lead (v.)
rail	payer	<i>all one word</i>	rhod(o) (c.f.)	-necked (u.m.)
car	-raising (u.m.)	recto (c.f.)	<i>all one word</i>	off (n., u.m.)
guard	setting	<i>all one word</i>	rhomb(o) (c.f.)	pin
head	rattle	red	<i>all one word</i>	-porous (u.m.)
-ridden (u.m.)	brain	bait (v.)	rice	-shaped (u.m.)
road	snake	-billed (u.m.)	growing	side
setter	trap	-blooded (u.m.)	#water	sight
splitter	raw	bone	rich	rtand
way #maker	b o n e d	buck	-bound (u.m.)	stick
rain	-edged (u.m.)	cap (porter)	clad (u.m.)	-tailed (u.m.)
band	hide	coat (n.)	-looking (u.m.)	-up (n., u.m.)
-beaten (u.m.)	-looking (u.m.)	eye (n.)	ridge	ip
bow	razor	-eyed (u.m.)	band	cord
check	back	-faced (u.m.)	pole	rap
coat	-billed (u.m.)	-haired (u.m.)	top	roaring
drop	edge	handed	riffraff	sack
fall	-keen (u.m.)	head (n.)	rifleshot	saw
-soft (u.m.)	-sharp (u.m.)	-hot (u.m.)	rig	snorter
spout	strop	-legged (u.m.)	.out (n., u.m.)	tide
storm	razzle-dazzle	#line (literal)	-up (n., u.m.)	-up (n., u.m.)
		#man		

river	roll	scented (u.m.)	round	hole
bank	about (n., u.m.)	-sweet (u.m.)	about (n., u.m.)	post
bed	back (n., u.m.)	tan	about-face	stock
flow	call	# water	-faced (u.m.)	rule # of # thumb
-formed (u.m.)	-fed (v.)	rotorship	head	rum
front	film	rotten	-made (u.m.)	-crazed (u.m.)
head	off (n., u.m.)	dry (u.m.)	mouthed	runner
escape	on (n., u.m.)	-minded (u.m.)	nose (tool)	seller
side	out (n., u.m.)	rough	out (n., u.m.)	rumpus # room
wash	top	-and-ready (u.m.)	robin (petition)	run
-worn (u.m.)	up (n., u.m.)	-and-tumble	seam	about (n., u.m.)
road	roller	(n., u.m.)	table (panel)	around
bank	-made (u.m.)	cast (u.m., v.)	-tailed (u.m.)	(n., u.m.)
bed	-milled (u.m.)	-coat (v.)	-topped (u.m.)	away (n., u.m.)
block	Romano (c.f.)	cut (u.m.)	-tripper	back (n., u.m.)
builder	canonical, etc.	draw (v.)	up (n., u.m.)	by (n.)
head	-Gallic, etc.	dress (v.)	rub	down (n., u.m.)
hog	roof	dry (u.m., v.)	-a-dub	-in (n., u.m.)
map	garden	-face (v.)	down (n., u.m.)	off (n., u.m.)
ride	top	-faced (u.m.)	rubber	-on (n., u.m.)
-test (v.)	tree	hew	band	out (n., u.m.)
-weary (u.m.)	root	-legged (u.m.)	-down	through
rock	cap	-looking (u.m.)	-lined (u.m.)	(n., u.m.)
abye	-cutting (u.m.)	neck	neck	up (n., u.m.)
bottom (nonlit.)	fast	rider	off	runner-up
-climbing (u.m.)	hold	setter	-set (u.m.)	rush-bottomed
fall (n.)	stalk	shod	stamp	(u.m.)
-fallen (u.m.)	stock	-sketch (v.)	(nonliteral)	Russo (c.f.)
fill	rope	stuff	in., u.m., v.)	-Chinese, etc.
firm	dance	tailed	#stamp (n.)	rest one word
pile	layer	#work (n.)	-stamped (u.m.)	rust
-ribbed (u.m.)	stitch	work (v.)	ruby	-brown (u.m.)
shaft	walk	wrought	-hued (u.m.)	-eaten (u.m.)
slide	rose	rougher	-red (u.m.)	proofing
rod-shaped (u.m.)	-bright (u.m.)	down	-set (u.m.)	-resistant (u.m.)
roebuck	bud	-out	-throated (u.m.)	-stained (u.m.)
roentgeno (c.f.)	head	-up	rudder	rye # field
all one word	-headed (u.m.)	roughing-in (u.m.)	head	

S

S	-graft (v.)	salt	hill	sauer
-bend	-making (u.m.)	cellar	-hiller	braten
-brake	nose	cured (u.m.)	hog	kraut
-iron	-nosed (u.m.)	mouth	hole	ave-all (n., u.m.)
-ray	sore	pack	lapper	aw
shaped	-stitched (u.m.)	pan	lot	back
-trap	tree	peter	paper	belly
-wrench	-wire (u.m.)	pit	pile	-billed (u.m.)
saber	sfe	pond	pipe	bones (n.)
-leg & (u.m.)	blower	shaker	pit	buck
	cracker	spoon	-pump (u.m., v.)	dust
-toothed (u.m.)	-deposited (u.m.)	sprinkler	shoe	edged (u.m.)
sable-cloaked	guard	work8	spit	setter
(u.m.)	hold	salver	storm	timber
Sabrejet	age	form	table	tooth
uccharo (c.f.)	brush	-shaped (u.m.)	weld (v.)	-toothed (u.m.)
all one word	leaf	sample	-welded (u.m.)	lax
sack	-leaved (u.m.)	#book	-welding (u.m.)	comet
bearer	mil	#box	andy-bottomed	horn
cloth	cloth	-making (u.m.)	(u.m.)	tuba
#coat	dotted (u.m.)	and	angfroid	ay
-coated (u.m.)	flying	bag	ans	-nothing
-making (u.m.)	ales	bank	# serif	(n., u.m.)
shaped (u.m.)	clerk	bar	#souci	-so (n.)
macro (c.f.)	manship	b a t h	sapphire	scale
all one word	people	bin	-blue (u.m.)	bark
sad	person	blast	colored (u.m.)	down (n., u.m.)
eyed (u.m.)	salmon	blown	arco (c.f.)	pan
iron	colored (u.m.)	-built (u.m.)	all one word	-reading (u.m.)
-voiced (u.m.)	-red (u.m.)	-buried (u.m.)	ashcord	scapegoat
saddle	salpingo (c.f.)	-cast (u.m., v.)	utin	scapulo (c.f.)
back	-oophorectomy	culture	-lined (u.m.)	all one word
-backed (u.m.)	-oophoritis	fill	smooth (u.m.)	scar
bag	-ovariotomy	flea	sauce	-clad (u.m.)
bow	-ovariitis	glass	dish	face
cloth	rest one word	heat	pan	-faced (u.m.)

scare craw head scarfpin scarlet -breasted (u.m.) -red (u.m.) scatter brain good scene shifter wright schisto (c.f.) all one word schizo (c.f.) all one word school bag # board bookish bus children day -made (u.m.) ship teacher -trained (u.m.) scientifico (c.f.) all one word scissor bill -tailed (u.m.) -winged (u.m.) scissors hold shaped (u.m.) # smith sclero (c.f.) -oophoritis optic rest one word score card sheet scot-free Scot0 (c.f.) -Britannic. etc. scouthood scrap basket works scratch brush -brusher -coated (u.m.) screen out (n., u.m.) play screw ball bolt cap down (u.m.) -driven (u.m.) driver head hook jack -lifted (u.m.) nut ship -threaded (u.m.) -turned (u.m.) scrollhead scuttlebutt scythe-shaped (u.m.)	sea # base -based (u.m.) -bathed (u.m.) beach -beaten (u.m.) bed Ubird -blue (u.m.) # boat -born (u.m.) -bred (u.m.) coast -deep (u.m.) dog -driven (u.m.) drome -encircled (u.m.) fare (food) fighter folk food front goer going hound lane lift mark port quake # room scape # scout scouting shell shine shore sick ride stroke # time (clock) wall wing worn worthiness -wrecked (u.m.) cam blasting rend (v.) stitch weld (v.) -welded (u.m.) eat belt -mile ccond -class (u.m.) degree (u.m.) -foot -guess (v.) hand (adv., u.m.) -rate (u.m.) secretary # general -general -generals ip & ion # man seesaw ed bed cake case coat kin rtalk	seer band hand sucker seismo (c.f.) all one word self dom hood less ness same reflexive prefix, use hyphen sell off (n., u.m.) out (n., u.m.) semi (pref.) annual, arid. etc. -armor-piercing (u.m.) -Christian, etc. -idleness, -indirect. etc. send off (n., u.m.) out (n., u.m.) senso (c.f.) all one word sepi (c.f.) all one word septo (c.f.) all one word serio (c.f.) all one word sero (c.f.) all one word serate -ciliate (u.m.) dentate (u.m.) service -connected (u.m.) servo accelerometer amplifier control mechanism motor system sesqui (c.f.) all one word set -aside (n., u.m.) back (n., u.m.) bolt down (n., u.m.) -fair (n.) head -in (n., u.m.) off (n., u.m.) on (n., u.m.) out (n., u.m.) pin screw -stitched (u.m.) -to (n., u.m.) up (n., u.m.) better -forth - i n on -out -to -up seven -branched (u.m.)	fold penny (nail) score shooter -up (n.) several fold shade -giving (u.m.) -grown (u.m.) shadow boxing gram graph # line hag bark -haired (u.m.) hake down (n., u.m.) out (n., u.m.) up (n., u.m.) hallow draft (u.m.) -headed (u.m.) hame -crushed (u.m.) faced hank bone # mill hapeup (n., u.m.) hare bone broker cropper out (n., u.m.) harp -angled (u.m.) -cut (u.m.) -edged (u.m.) -freeze (u.m., v.) -freezer -looking (u.m.) -set (u.m.) rhod shooter -tailed (u.m.) -witted (u.m.) havehook hear pin waters hedhand heep biter crook dip faced fold gate herder hook kill -kneed (u.m.) noee (apple) pen shank shear (v.) shearer (n.) shed sick stealer walk -white (u.m.) heer off (n., u.m.) up (n., u.m.)	sheet block flood rock ways shell back burst fire fishery hole -like shocked shelterbelt shield-shaped (u.m.) shilly-shally shin bone guard plaster shiner-up ship breaker broken broker builder lap mast owning -rigged (u.m.) shape ride wreck shipping # master # room shirt band waist shoe black brush horn l a c e pack scraper shine string tree hootoff (n., u.m.) hop breaker folk lifter -made (u.m.) mark -soiled (u.m.) talk walker window hore # bird # boat fast going side hort -armed (u.m.) bread cake change (v.) changer -circuited (u.m.) coming cut (n., u.m., v.) fall (n.)
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-fed (u.m.)	plate	Sino (c.f.)	-deserted (u.m.)	small
hand (writing)	play	-Japanese, etc.	holding	#businessman
-handed (u.m.)	saddle	sister	pen	-hipped (u.m.)
head (whale)	show	-german	#worker	mouthed
horn (n., u.m.)	slip	hood	Slav0 (c.f.)	pox
-horned (u.m.)	splitting	-in-law	-Hungarian, etc.	-scale (u.m.)
-lasting (u.m.)	step	sit	sledge	sword
leaf (u.m.)	stitch	down (n., u.m.)	-hammered	talk
-lived (u.m.)	stitched (u.m.)	downer	(u.m.)	town (u.m.)
rib	sway	fast (n., u.m.)	meter	smart
run (u.m.)	swipe	up (n., u.m.)	sleep	-alecky (u.m.)
sighted	track	sitter	-filled (u.m.)	-looking (u.m.)
staff	walk	-by	talker	-tongued (u.m.)
stop	wall	out	walker	smashup (n., u.m.)
wave (radio)	-wheele	sitting #room	sleepy	smearcase
shot	winder	sitzmark	-eyed (u.m.)	smoke
gun	sight	six	head	-blinded (u.m.)
hole	hole	-cylinder	-looking (u.m.)	bomb
put	read	(u.m.)	sleetstorm	c h a s e r
star	mover	fold'	sleeveband	dried (u.m.)
shoulder-high	seeing	penny (nail)	sleuthhound	dry (v.)
(u.m.)	setter	-ply (u.m.)	slide	died (u.m.)
shovel	sign	More	film	-filled (u.m.)
-headed (u.m.)	off (n., u.m.)	-shooter	knot	jack
-nosed (u.m.)	on (n., u.m.)	-wheeler	sling	jumper
s h o w	post	sizeup (n., u.m.)	ball	-laden (u.m.)
card	Up (n., u.m.)	skid	shot	pot
case	silico (c.f.)	lift (truck)	slip	screen
down (n., u.m.)	all one word	road	along (u.m.)	stack
off (n., u.m.)	silk	skin	back	smoking #room
place"	-stockinged	clad (u.m.)	band	smooth
through	(u.m.)	deep	case	bore
(printing)	works	diver	cover	-browed (u.m.)
(n., u.m.)	workspan	flint	knot	-cast (u.m.)
up (n., u.m.)	silver	-graft (v.)	on (n., u.m.)	mouthed
shredout tn.. u.m.)	-backed (u.m.)	skipjack	#proof	-tongued (u.m.)
shroud	beater	skirtmarker	(printing)	-working (u.m.)
-laid (u.m.)	-bright (u.m.)	skullcap	Proof	snackbar
plate	-gray (u.m.)	skunk	ring	snail
shunt-wound	-haired (u.m.)	head	sheet	-paced (u.m.)
(u.m.)	-lead (u.m.)	top	shod	-slow (u.m.)
shut	-leaved (u.m.)	sky	sole	snail's #pace
away (n., u.m.)	plate (v.)	-blue (u.m.)	step	snake
down (n., u.m.)	-plated (u.m.)	gazer	stitch	bite
eye (n., u.m.)	point	-high (u.m.)	stream	-bitten (u.m.)
-in (n., u.m.)	(drawing)	jacker	-up (n., u.m.)	eater
-mouthed (u.m.)	print	lift	washer	-eyed (u.m.)
off (n., u.m.)	tip	look (v.)	slit	head
out (n., u.m.)	-tongued (u.m.)	rocket	-eyed (u.m.)	hole
up (u.m.)	top	sail	shell	pit
shuttlecock	simon-pure (u.m.)	escape	slop	snap
sick	simple	scraper	-molded (u.m.)	back
bay	-headed (u.m.)	shine	seller	dragon
bed	-minded (u.m.)	wave	slope	head
list	-rooted (u.m.)	slab-sided (u.m.)	-faced (u.m.)	hook
side	-witted (u.m.)	slack	ways	-on (n., u.m.)
arms	simulcast	-bake (v.)	slow	out (n.)
band	sin	-filled (u.m.)	belly	ring
bone	-born (u.m.)	#water	down (n., u.m.)	roll
burns	-bred (u.m.)	slambang	-footed (u.m.)	shooter
car	singsong	slant-eyed (u.m.)	going	shot
check	single	slap	-motion (u.m.)	-up (u.m.)
-cut (u.m.)	bar	bang	mouthed	snapper
dress (v.)	-breasted (u.m.)	dab	poke	-back
flash	-decker	dash	#time	-up
head (printing)	-edged (u.m.)	down (n., u.m.)	up (n., u.m.)	snipe
hill	handed	happy	-witted (u.m.)	bill
hook	hood	jack	slug	-nosed (u.m.)
kick	-loader	stick	-cast (v.)	sniperscope
lap	-minded (u.m.)	'up (n., u.m.)	caster	snooperscope
# light (literal)	phase (u.m.)	slate	slum	snow
light	-eater	-blue (u.m.)	dweller	ball
(nonliteral)	stick	color&i (u.m.)	gullion	bank
# line (literal)	tree	works	gum	berg
line (nonliteral)	sink	slaughter	lord	blind
long	head	pen	slumber-bound	#blindness
note	hole	-born (u.m.)	(u.m.)	blink

block	tack	spade	spin0 (c.f.)	tide (season)
-blocked (u.m.)	soldier-fashion	-dug (u.m.)	-olivary	trap
blower	(u.m.)	foot	<i>rest one word</i>	spritsail
break	sole	-footed (u.m.)	Spirit	spur
capped	cutter	-shaped (u.m.)	-born (u.m.)	-clad (u.m.)
-choked (u.m.)	plate	span	-broken (u.m.)	-driven (u.m.)
clad (u.m.)	somato (c.f.)	-long (u.m.)	# writing	gall
-covered (u.m.)	<i>all one word</i>	-new (u.m.)	Spit	-galled (u.m.)
drift	some	Spanish	ball	-heeled (u.m.)
fall	day	Arab	fire	spy
flake	how	-born (u.m.)	stick	glass
melt	one (anyone)	-speaking (u.m.)	splanchno (c.f.)	hole
-melting (u.m.)	# one	spare	<i>all one word</i>	tower
mobile	(distributive)	-bodied (u.m.)	splay	square
pack	place (adv.)	rib	footed	-bottomed (u.m.)
pit	time (adv., u.m.)	# room	mouthed	-built (u.m.)
plow	# time (some time ago)	# plug (literal)	spleen	-faced (u.m.)
scape	what	plug (nonliteral)	-born (u.m.)	flipper
shade	wn-in-law	speakeasy (n.)	sick	head
shed	song	spear	-swollen (u.m.)	-headed
shine	feat	cast	spleno (c.f.)	-rigged (u.m.)
shoe	wright	head	<i>all one word</i>	-set (u.m.)
shed	sonobuoy	-high (u.m.)	split	shooter
slide	sooth	-shaped (u.m.)	finger	squeeze
alip	fast	spectro (c.f.)	(crustacean)	-in (n., u.m.)
storm	sayer	<i>all one word</i>	fruit	out (n., u.m.)
suit	sore	speech	mouth	up (n., u.m.)
-topped (u.m.)	eyed (u.m.)	-bereft (u.m.)	saw	squirrel-headed
# water	foot (n.)	-read (v.)	-tongued (u.m.)	(u.m.)
-white (u.m.)	footed (u.m.)	speed	up (n., u.m.)	stackup in., u.m.)
snuff-stained	head (n., u.m.)	boating	spoilsport	staff-herd (v.)
(u.m.)	sorry-looking	letter	upondylo (c.f.)	stag
w	(u.m.)	trap	<i>all one word</i>	-handled (u.m.)
-and-so	soul	up (n., u.m.)	sponge	head
beit (n., conj.)	deep (u.m.)	spell	cake	-headed (u.m.)
-called (u.m.)	-searching (u.m.)	binding	diver	horn
-seeming (u.m.)	sick	down (n., u.m.)	diving (u.m.)	-horned (u.m.)
-so	sound	-free (u.m.)	-shaped (u.m.)	hound
soap	-absorbing (u.m.)	spend	spongio (c.f.)	hunter
bubble	# field	-all (n.)	<i>all one word</i>	stage
dish	film	thrif	spoolwinder	coach
flakes	-minded (u.m.)	• □ □ □ □ □ (c.f.)	spoon	hand
rock	off (n., u.m.)	<i>all one word</i>	-beaked (u.m.)	struck (u.m.)
stock	track	spermo (c.f.)	-billed (u.m.)	stair
suds	soup	<i>all one word</i>	bread	case
sober	bone	spheno (c.f.)	-fed (u.m.)	head
-minded (u.m.)	spoon	-occipital	-shaped (u.m.)	step
aides	sour	<i>rest one word</i>	ways	stake
social	belly	mphygmo (c.f.)	sporeformer	head
# work	bread	<i>all one word</i>	sporo (c.f.)	out (n.)
# worker	dough (n.)	spice	<i>all one word</i>	stale-worn (u.m.)
socio (c.f.)	faced	-burnt (u.m.)	spot	stall
-official	-natured (u.m.)	cake	-checked (u.m.)	-fed (u.m.)
<i>economic, etc.</i>	-sweet	-laden (u.m.)	-face (v.)	-feed (v.)
mad	south	spider	weld (v.)	stand
buster	-born (u.m.)	-legged	welded (u.m.)	by (n., u.m.)
cultun?	-central (u.m.)	-spun (u.m.)	-welding (u.m.)	down (n., u.m.)
# house	east	# web (n.)	spray-washed	fast (n., u.m.)
soda	going	web (u.m., v.)	(u.m.)	-in (n., u.m.)
jerk	lander	spike	• P-	off (n., u.m.)
# water	paw	horn	-eagle (u.m., v.)	offish
sofa	-sider	- k i l l (v.)	head	out (n., u.m.)
# maker	-southeast	-pitch (v.)	Wt (n., u.m.)	pat
-making (u.m.)	west	spin	-set (v.)	pipe
-ridden (u.m.)	soybean	back	• PdrU	point
soft	sow	off	back	post
ball	back	spindle	(bookbinding)	still (n., u.m.)
-boiled (u.m.)	belly	-formed (u.m.)	bok	up (n., u.m.)
head	space	head	-born (u.m.)	standard
-pedal (v.)	band	-legged (u.m.)	buck	bred
-shelled (u.m.)	bar	legs	& a n (v.)	# time
-soap (nonliteral)	-cramped	shanks	finger	staphylo (c.f.)
(v.)	(u.m.)	spine	-grown (u.m.)	<i>all one word</i>
-soaper	mark	bane	halt	star
(nonliteral)	ship	-broken (u.m.)	head	blind
(n.)	# time	-pointed (u.m.)	-plow (v.)	bright
-spoken (u.m.)			-plowed (u.m.)	dust

gazer	steep	stink	storage# room	bed
-led (u.m.)	-rising (u.m.)	ball	store	flow
lit	-to (u.m.)	bomb	front	head
lite (gem)	-up (u.m.)	damp	ship	lined
nose (mole)	-walled (u.m.)	pot	Storm	ride
shake	steple	stir	-beaten (u.m.)	street
shine	chase	about (n., u.m.)	cock	-bred (u.m.)
shoot	-high (u.m.)	fry	flow	c a r
spangled (u.m.)	jack	-up (n., u.m.)	-laden (u.m.)	cleaner
stroke	top	stitch	swept (u.m.)	cleaning (u.m.)
-studded (u.m.)	rtm	down (n., u.m.)	-tossed (u.m.)	sweeper
#time	head	up (n., u.m.)	wind	walker
starchworks	post	stack	storyteller	strepto (c.f.)
stark	sickness	breeder	stout	<i>all one word</i>
-blind (u.m.)	winder	broker	-armed (u.m.)	stretchout
-mad (u.m.)	stencil-cutting	feeder	heartedness	(n., u.m.)
-naked (u.m.)	(u.m.)	holding	-minded (u.m.)	strike
-raving (u.m.)	steno (c.f.)	jobber	stove	breaker
starter-off	<i>all ont word</i>	judging	brush	-in (n., u.m.)
startup (n., u.m.)	step	list	-heated (u.m.)	out (n., u.m.)
Stat (pref.)	aunt	pile	pipe	striker
<i>all one word</i>	child, etc.	pot	stow	-in
State	down (n., u.m.)	raiser	away (n., u.m.)	-out
-aided (u.m.)	-in (n., u.m.)	rack	down (n., u.m.)	string
#line	ladder	still (u.m.)	straddle	course
-owned (u.m.)	off (n., u.m.)	taker	back	halt
state	-on tn., u.m.)	truck	-face (v.)	#proof (density)
hood	-up (n., u.m.)	wright	-legged (u.m.)	ways
quake	stepping	stoke	straight	Strip
side	off (u.m.)	hold	away	cropping
station # house	-out (u.m.)	hole	-backed (u.m.)	tease
stato (c.f.)	stereo (c.f.)	stomach	-cut (u.m.)	strong
<i>all one word</i>	<i>all one word</i>	-filling (u.m.)	edge	-arm (u.m., v.)
statute	stern	shaped (u.m.)	edged (u.m.)	back (nautical)
-barred (u.m.)	castle	-sick (u.m.)	-faced (u.m.)	-backed (u.m.)
#book	-faced (u.m.)	-weary (u.m.)	forward	hold
stay	-heavy (u.m.)	stomato (c.f.)	head	#man
-at-home	-looking (u.m.)	<i>all one word</i>	-legged (u.m.)	-minded (u.m.)
(n., u.m.)	most	stone	#line	point (n.)
bar	post	biter	-lined (u.m.)	stub
bolt	#wheel	blind	-out (n., u.m.)	runner
boom	-wheeler	brash	-spoken (u.m.)	-toed (u.m.)
lace	stem0 (c.f.)	breaker	#time	wing
log	<i>all one word</i>	broke	-up (u.m.)	stubble
pin	stetho (c.f.)	brood	-up-and-down	#field
plow	<i>all one word</i>	cast	(u.m.)	-mulch (u.m.)
sail	stew	-cold (u.m.)	atrainelip	stubbominded
wire	pan	crusher	strait	stucco-fronted
steam	pot	cutter	cheated (u.m.)	(u.m.)
boating	stick	dead (u.m.)	jacket	stuck
car	-at-it (n., u.m.)	deaf (u.m.)	laced	up (n., u.m.)
-cooked (u.m.)	fast (n.)	eyed (u.m.)	stranglehold	-upper
-driven (u.m.)	-in-the-mud	hand (printing)	strap	-uppish (u.m.)
fitter	(n., u.m.)	head	-bolt (v.)	stud
pipe	out (n., u.m.)	layer	hanger	bolt
plant	pin	lifter	head	horse
power (n.)	-to-it-iveness	mason	-shaped (u.m.)	mare
# powerplant	(n.)	# proof (printing)	watch	stupid
-pocket (v.)	up (n., u.m.)	shot	strato (c.f.)	head
-propelled	sticker	#wall (n.)	<i>all one word</i>	-headed (u.m.)
(u.m.)	-in	wall (u.m., v.)	straw	-looking (u.m.)
roll (v.)	-on	#writing	berry # field	sturdy-limbed
roller (u.m., v.)	-up	rtony	boss	(u.m.)
ship	Stiff	-eyed (u.m.)	-built (u.m.)	stylo (c.f.)
table	-backed (u.m.)	#land	hat	<i>all one word</i>
tightness	neck	stop	-roofed (u.m.)	rub (pref.)
steamer# line	-necked (u.m.)	back (n.)	splitting	-Himalayan, etc.
steel	still	block	stack	machinegun
-blue (u.m.)	-admired (u.m.)	clock	-stuffed (u.m.)	# rosa, # specie,
-bright (u.m.)	birth	cock	walker	etc.
-cased (u.m.)	-born	gap	-yellow (u.m.)	-subcommittee
clad	-bum (v.)	hound	stray	polar, standard,
-framed (u.m.)	-fish (v.)	list	away (n., u.m.)	etc.
-hard (u.m.)	-hunt (v.)	log	# line	<i>rest one word</i>
head	-recurring	-loss (u.m.)	mark	subject
plate	(u.m.)	off (n., u.m.)	stream	object
works	stand	watch	bank	-objectivity

subter (pref.) <i>all one word</i> such-and-such suck -egg (n., u.m.) hole -in (n., u.m.) sugar cake cane -coat (v.) -coated (u.m.) -cured (u.m.) loaf plum spoon sweet # water works sulfa (c.f.) <i>all one word</i> sulfo (c.f.) <i>all one word</i> • ulfon (c.f.) <i>all one word</i> sullen hearted -natured (u.m.) summer -clad (u.m.) dried (u.m.) -fallow (v.) -made (u.m.) tide time (season) # time (daylight saving) sun -baked (u.m.) bath -bathed (u.m.) beam blind # blindness bonnet	bow break bum burnt -cured (u.m.) dial dog down dress -dried (u.m.) -dry (v.) fall fast glade glare glass glow lamp lit quake ray rise scald set shade shine -shot (u.m.) shower spot stricken stroke struck tan * time (measure) time (dawn) up unny -looking (u.m.) -natured (u.m.) ape (pref.) -Christian, etc. # high frequency superlative highway, market, etc.	Super Bowl supra (pref.) -abdominal -acromial -aerial anal -angular -arytenoid -auditory -auricular -axillary -Christian, etc. <i>rest one word</i> sur (pref.) <i>all one word</i> sure -fire (u.m.) -footed (u.m.) -slow surf -battered (u.m.) # fish swept (u.m.) swallow pipe -tailed (u.m.) swampside swan -bosomed (u.m.) dive herd mark neck 8 o n g swansdown swash buckler plate away back (n., u.m.) -backed (u.m.) bar -brace (v.) swearer-in sweatband	sweep beck (aviation) (n., u.m.) forward (aviation) (n., u.m.) stake through (n., u.m.) washer sweet bread -breathed (u.m.) brier faced heart meat mouthed -pickle (v.) -sour -sweet swell -butted (u.m.) head toad swelled-headed (u.m.) swept back (n., u.m.) forward (n., u.m.) wing tn., u.m.) swift foot -footed (u.m.) -handed (u.m.) -running (u.m.) swill bowl tub swimsuit swine -backed (u.m.) bread head	herd pox sty swing back (n., u.m.) bar dingle stock -swang tree swingle bar tree twitch back blade gear plate plug rail tender swivel eye -eyed (u.m.) -hooked (u.m.) word -armed (u.m.) beare bill fishing play -shaped (u.m.) stick syn (pref.) <i>all one word</i> ynchro cyclotron flash mesh tron yro (c.f.) -Arabian, etc. phenician
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T

T -bandage -beam -boat -bone -cloth -iron -man -rail -scale (score) -shape -shaped -shirt -square table cloth -cut (u.m.) cutter -cutting (u.m.) fellow -formed (u.m.) -shaped (u.m.) spoon talk top tachy (c.f.) <i>all one word</i> tag -affixing (u.m.)	lock rag sore ail band -cropped (u.m.) -ender first foremost gate head -heavy (u.m.) hook lamp pin pipe race spin stock -tied (u.m.) twister -up (n., u.m.) wheel Wind ailor -cut (u.m.) made (u.m.) ruited (u.m.)	take -all (n.) down (n., u.m.) -home (n., u.m.) -in (n., u.m.) off tn., u.m.) out (n., u.m.) up (n., u.m.) t a k e r down -in -off -up tale bearer carrier teller talkfest talking-to (n.) tall -built (u.m.) -looking (u.m.) tallow -faced (u.m.) -pale (u.m.) tally # board ho # room	tame -grown (u.m.) -looking (u.m.) tan bark works tangent cut (v.) -saw (v.) tangle foot -haired (u.m.) tank ship town tap bolt dance hole net off (n., u.m.) -riveted (u.m.) root -tap tape string -tied (u.m.) taper bearer	-fashion (u.m.) -headed (u.m.) tapestry -covered (u.m.) # maker -making (u.m.) # work tapper-out tar -brand (v.) brush -coal (u.m.) dipped (u.m.) -paved (u.m.) pot -roofed (u.m.) works tariff-protected (u.m.) tarpaulin -covered (u.m.) # maker -making (u.m.) larao (c.f.) <i>all one word</i> tasksetter tattletale tauro (c.f.) <i>all one word</i>
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tax	terneplate	-degree (u.m.)	thrust-pound	wright
-burdened (u.m.)	terra	hand	thumb	tilt
eater	# cotta	(adv., u.m.)	-made (u.m.)	hammer
-exempt (u.m.)	# firm a	# house	mark	up (n.)
-free (u.m.)	mara	-rate (u.m.)	-marked (u.m.)	timber
gatherer	terrace-fashion	-rater	nail	-built (u.m.)
-laden (u.m.)	(u.m.)	thistledown	print	head
paid	test-fly (v.)	thoraco (c.f.)	screw	-headed (u.m.)
payer	tetra (c.f.)	all one word	stall	jack
-supported (u.m.)	all one word	thorn	string	-propped (u.m.)
taxi	thanksgiving	back	sucker	wright
auto	thatch-roofed	bill	tack	time
bus	(u.m.)	covered (u.m.)	worn	born
cab	theater	-set (u.m.)	thunder	card
meter	goer	-strewn (u.m.)	beare	clerk
stand	going	thorough	blast	clock
tea	thenceforth	-bind (v.)	bolt	consuming
ball	theo (c.f.)	bred	clap	(u.m.)
cake	all one word	-dried (u.m.)	cloud	frame
cart	theologico (c.f.)	fare	head	-honored (u.m.)
-colored (u.m.)	all one word	going	peal	keep (v.)
cup	there	-made (u.m.)	shower	killer
dish	about(s)	paced	storm	lag
kettle	above	pin	struck	lock
pot	across	thought	thymo (c.f.)	outs (n., u.m.)
scented (u.m.)	after	-free (u.m.)	all one won-l	pleaser
spoon	against	-out (u.m.)	thyro (c.f.)	saver
taster	among	-provoking	all one word	server
teamplay	around	(u.m.)	tibio (c.f.)	sheet
tear	at	thousdnd	all one word	slip
bomb	away	fold	t i c k	slot
dimmed (u.m.)	before	-headed (u.m.)	seed	span
down (n., u.m.)	between	-legged (u.m.)	tacktoe	-stamp (v.)
drop	by	legs (worm)	tick	study
off (n., u.m.)	for	thrall	tuck	table
-out (n., u.m.)	fore	born	ticket	taker
pit	from	dom	selling (u.m.)	waster
sheet	in	-less	# writer	worn
stain	inafter	thread	tiddlywink	tin
-stained (u.m.)	inbefore	bare	tide	-bearing (u.m.)
teen	into	-leaved (u.m.)	flat	-capped (u.m.)
age (u.m.)	of	worn	head	-clad (u.m.)
ager	on	three	mark	cup
teeter-totter	through	-bagger	-marked (u.m.)	# fish
tele (c.f.)	to	-cornered (u.m.)	race	(torpedo)
all one word	tofore	-dimensional	table	foil
teleo (c.f.)	under	(u.m.)	-tossed (u.m.)	horn
all one word	until	fold	waiter	kettle
tell	unto	-in-hand	-worn (u.m.)	-lined (u.m.)
tale	upon	master	tie	pan
truth	with	penny (nail)	back (n.)	plate
telo (c.f.)	thermo (c.f.)	-piece (u.m.)	down (n., u.m.)	-dated (u.m.)
all one word	all one word	-ply (u.m.)	-in (n., u.m.)	pot
tempest-rocked	thick	score	on (n., u.m.)	-roofed (u.m.)
(u.m.)	-bloc&d (u.m.)	some	-out (n., u.m.)	type
temporo (c.f.)	head	-spot	pin	-white (u.m.)
occipital	lips	square	-plater	tinsel
rest one word	-looking (u.m.)	-striper	up (n., u.m.)	-bright (u.m.)
ten	pated	throat	tierlift (truck)	-clad (u.m.)
fold	set (n., u.m.)	band	tiger	covered (u.m.)
penny (nail)	skinned	cutter	eye	tintblock
pins	skull (n.)	latch	striped (u.m.)	(printing)
t e n d e r	skulled	strap	tight	tip
# boat	-tongued (u.m.)	thrombo (c.f.)	-beltd (u.m.)	bum
-faced (u.m.)	wit	all one word	fisted	cart
foot	-witted (u.m.)	through	-fitting (u.m.)	-curled (u.m.)
-footed (u.m.)	-wooded (u.m.)	put	lipped	head
footish	-woven (u.m.)	throw	rope	-in (n., u.m.)
-handed (u.m.)	thin	away (n., u.m.)	-set (u.m.)	most
heart	clad (u.m.)	back (n., u.m.)	-tie (v.)	off (n., u.m.)
loin	down (n., u.m.)	-in (n., u.m.)	wad	staff
-looking (u.m.)	set (u.m.)	# line	wire	stack
tenement # house	-voiced (u.m.)	off (n., u.m.)	tile	tank
tent	thio (c.f.)	on (n., u.m.)	-clad (u.m.)	-tap
dotted (u.m.)	all one word	out (n., u.m.)	-red (u.m.)	toe
pole	third	-weight	setter	top
-sheltered (u.m.)	-class (u.m.)		works	-up (u.m.)

tire	-free (u.m.)	lopo (c.f.)	traffic-mile	-dressed (u.m.)
changer	-lash (v.)	all one word	tragico (c.f.)	-looking (u.m.)
dresser	# lashing	copy-turvy	all one word	trinitro (c.f.)
fitter	play	orch	trail	all one word
-mile	shaped (u.m.)	bearer	blazer	trip
shaper	shot	# holder	breaker	-free (u.m.)
some	sore	lighted	-marked (u.m.)	hammer
tit	tack	lit	side	wire
bit	tied	orped	sight	triple
# for # tat	tip	# boat	-weary (u.m.)	-acting (u.m.)
titano (c.f.)	-twisting (u.m.)	# room	train	back (sofa)
all one word	ool	orquemeter	bearer	branched (u.m.)
tithe	bag	oss	bolt	-edged (u.m.)
-free (u.m.)	burlder	pot	crew	fold
payer	crib	up (n., u.m.)	-mile	-tailed (u.m.)
right	dresser	ouch	shed	tree (n.)
title	fitter	# and # go	ick	rolley # line
-holding (u.m.)	-grinding (u.m.)	back (n., u.m.)	stop	roopship
winner	head	down (n., u.m.)	tram	ropho (c.f.)
-winning (u.m.)	holding	hole	-borne (u.m.)	all one word
to	kit	-me-not (n., u.m.)	car	rope (c.f.)
and-fro	mark	pan	rail	all one word
do (n.)	plate	reader	road	rouble
toad	post	up (n., u.m.)	rane (pref.)	-free (u.m.)
back	rack	o u j h	alpine	-haunted (u.m.)
-bellied (u.m.)	setter	-headed (u.m.)	atlantic	shooter
blind	rhed	-looking (u.m.)	-Canadian, etc.	some
fish	elide	-skinned (u.m.)	pacific	ruce
-green (u.m.)	stack	ow	uranic	breaker
stool	oth	away	rest one word	seeking (u.m.)
tobacco	ache	head	ransit # time	ruck
# grower	and # nail	mast	rap	driver
vowing (u.m.)	-billed (u.m.)	-netter	doo	-mile
# rhop	brush	path	fall	stop
toe	drawer	rope	rhoot	rue
cap	mark	ower	rashrack	-aimed (u.m.)
-in (n., u.m.)	-marked (u.m.)	-high (u.m.)	mvel	-blue (u.m.)
-mark (v.)	paste	shaped (u.m.)	-bent (u.m.)	born
nail	pick	own	-tired (u.m.)	bred
Plate	plate	-bred (u.m.)	-worn (u.m.)	-eyed (u.m.)
print	powder	dotted (u.m.)	rawlnet	-fake
toil	puller	folk	readwheel	love (n., u.m.)
-beaten (u.m.)	-pulling (u.m.)	gate	reasure	Penny (n.)
some	-set (u.m.)	going	-filled (u.m.)	# time
-stained (u.m.)	shaped (u.m.)	hall	# house	runk
-weary (u.m.)	some	lot	-laden (u.m.)	back
worn	wash	ship	reaty	nose
toilet # room	op	side	breaker	rust
toll	cap (n.)	talk	-sealed (u.m.)	breaking
bar	coat	-weary (u.m.)	ree	buster
gate	cutter	owns	clad (u.m.)	controlled (u.m.)
gatherer	-drain (v.)	fellow	# line	-ridden (u.m.)
# line	dress (v.)	people	-lined (u.m.)	ruth
payer	flight (u.m.)	oy	nail	-filled (u.m.)
penny	full	-sized (u.m.)	-ripe (u.m.)	lover
taker	gallant	town	scape	seeker
tom	(n., u.m.)	racheo (c.f.)	top	seeking (u.m.)
cat	-graft (v.)	all one word	rellis-covered	teller
foolery	hat	rachy (c.f.)	(u.m.)	ry
-tom	-hatted (u.m.)	all one word	rench	on (n., u.m.)
tommy	heavy	rack	back	out (n., u.m.)
gun	kick	barrow	coat	square
rot	knot	hound	foot	works
ton	liner	layer	mouth	ube
-hour	mark	mark	-plowed (u.m.)	-eyed (u.m.)
-kilometer	mast	-mile	ri (c.f.)	-fed (u.m.)
-mile	most	ride	-iodide	form (u.m.)
-mileage	notch	walker	-ply (u.m.)	head
-mile-day	(nonliteral)	ractor-trailer	state, etc.	-nosed (u.m.)
tone	rail	rade	rest one word	works
deaf (u.m.)	rope	# board	ribeepeople	uberculo (c.f.)
down (n., u.m.)	sail	-in (n., u.m.)	ribo (c.f.)	all one word
-producing (u.m.)	-secret (u.m.)	laden (u.m.)	all one word	ubo (c.f.)
up (n., u.m.)	shaped (u.m.)	-made (u.m.)	richo (c.f.)	-ovarian
tongue	side (naut.)	mark	all one word	rest one word
-baited (u.m.)	soil	off	rim	umbltdown
-bound (u.m.)		radespeople	cut (u.m.)	(n., u.m.)

tune -out (n., u.m.) up (n., u.m.)	back (n., u.m.) buckle cap coat cock down (n., u.m.) gate -in (n., u.m.) key off (n., u.m.) out (n., u.m.) pike pin plate screw sheet sole spit stile stitch table -to (n.) under (n., u.m.) up (n., u.m.)	turned -back (u.m.) down (u.m.) -in (u.m.) on (u.m.) -out (u.m.) -over (u.m.) turner-off turtle b a c k -footed (u.m.) neck (u.m.) twelve fold penny (nail) score twenty -first fold -one penny (nail) twice -born (u.m.) -reviewed (u.m.) -told (u.m.)	twin #boat born engined (u.m.) fold - j e t (u.m.) -motor (u.m.) -screw (u.m.) two -a-day (u.m.) -along (n.) (bookbinding) -decker -face-d (u.m.) fold -handed (u.m.) penny (nail) -piece (u.m.) -ply (u.m.) score -seater some -spot -step (dance) -striper	-suiter -thirder -up (n., u.m.) -way (u.m.) -wheeler tympano (c.f.) all one word type case cast cutter face foundry -high (u.m.) script set write (v.) typho (c.f.) all one word typo (c.f.) all one word tyro (c.f.) all one word
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U

U -boat -cut -magnet -rail -shaped -tube ultra (pref.) -ambitious. -atomic, etc. -English, etc. high # frequency -high-speed (u.m.) #valorem, etc. rest one word un (pref.) -American, etc. called-for (u.m.)	heard-of (u.m.) -ionized (u.m.) self-conscious sent-for (u.m.) thought-of (u.m.) rest one word under age (deficit) age (younger) (n., u.m.) #cultivation (tillage) cultivation (insufficient) #secretary -secretaryship as prefix, one word	uni (c.f.) -univalent rest one word union -made (u.m.) #shop unit-set (u.m.) up -anchor (u.m., v.) -and-coming (u.m.) #and #up beat coast country dip end (v.) grade gradient	keep lift aver (u.m.) rate river stairs state stream swing take tight (n., u.m.) #tight (v.) -to-date (u.m.) #to #date town trend turn wind	upper case (printing) #class classman cruet (n., u.m.) cut most umno (c.f.) all one word ureter0 (c.f.) all one word urethro (c.f.) all one word uro (c.f.) all one word used-car (u.m.) utero (c.f.) all one word
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V

V connection -curve -engine -neck -shaped -type vacant -eyed (u.m.) -looking (u.m.) -minded (u.m.) vagino (c.f.) all one word valve -grinding (u.m.) -in-head (u.m.) van driver guard most pool vapor -filled (u.m.) -heating (u.m.) vase-shaped (u.m.)	vaso (c.f.) all one word vegeto (c.f.) all one word vein -mining (u.m.) -streaked (u.m.) vellum -bound (u.m.) -covered (u.m.) velvet -crimson (u.m.) -draped (u.m.) -green (u.m.) -pile (u.m.) venthole ventri (c.f.) all one word ventro (c.f.) all one word vertebro (c.f.) all one word vesico (c.f.) all one word vibro (c.f.) all one word	vice #admiral -admiralty #consul consulate #governor -governorship #minister -ministry -presidency #president -president-elect -presidential #rector -rectorship -regal -regency #regent royal #versa #warden -wardenship Vietcong view finder point	tile-natured (u.m.) vine clad (u.m.) covered (u.m.) dresser growing stalk vinegar -flavored (u.m.) -hearted (u.m.) -making (u.m.) -tart (u.m.) violet -blue (u.m.) colored (u.m.) eared (u.m.) -rayed (u.m.) #water violin-shaped (u.m.) virtue-armed (u.m.) viscero (c.f.) all one word vitreo (c.f.) all one word	vitro (c.f.) -clarain di-trina rest one word vivi (c.f.) all one word volleyball volt ammeter -ampere -coulomb meter ohmmeter -second volta (c.f.) all one word vote -casting (u.m.) getter -getting (u.m.) vow -bound (u.m.) breaker -pledged (u.m.) vulvo (c.f.) all one word
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W

W	trough	works	-hidden (u.m.)	-headed (u.m.)
-engine	tub	<i>worn</i>	hook	-mouthed (u.m.)
-shaped	up (n., u.m.)	watt	killer	ship
-surface	washed	-hour	week	r h u f
-type	-out (u.m.)	meter	day	#boat
wage-earning	-up (u.m.)	-second	end	hand
(u.m.)	waste	wave	-ender	head
waist	basket	cut (u.m.)	ending (u.m.)	ide
band	leaf	form	long (u.m.)	what
belt	(bookbinding)	guide	old (u.m.)	ever
cloth	paper	-lashed (u.m.)	weigh	-is-it (n.)
coat	word	length	bridge	not (n.)
-deep (u.m.)	vatch	mark	-in (n., u.m.)	never
-high (u.m.)	band	meter	lock	-you-may-call-it
waiting	case	-moist (u.m.)	out (n., u.m.)	(n.)
#man	cry	on (n., u.m.)	shaft	wheat
#room	dog	off (n., u.m.)	vell	cake
#woman	-free (u.m.)	-swept (u.m.)	-being (n.)	colored (u.m.)
walk	glass	-worn (u.m.)	-beloved (u.m.)	ear
around	tower	wu	-born (u.m.)	-fed (u.m.)
(n., u.m.)	word	-billed (u.m.)	-bound (u.m.)	-rich (u.m.)
away (n., u.m.)	vater	chandler	-bred (u.m.)	stalk
on (n., u.m.)	bag	cloth	clad (u.m.)	wheel
out (n., u.m.)	bank	-coated (u.m.)	-deserving (u.m.)	band
up (n., u.m.)	bearer	-headed (u.m.)	doer	barrow
wakie-talkie	-bearing (u.m.)	#stone	doing (n., u.m.)	base
wall	-beaten (u.m.)	-yellow (u.m.)	drained (u.m.)	chair
eyed	-bind (v.)	vay	drilling (u.m.)	cut (u.m.)
-like	bloom	back (n., u.m.)	#field	going
-painting (u.m.)	buck	beam	-grown (u.m.)	horse
paper	color	down (n., u.m.)	head	(nonliteral)
plate	colored (u.m.)	farer	-headed (u.m.)	#load
sided (u.m.)	-cool (v.)	fellow	hole	-made (u.m.)
walled	cooled (u.m.)	going	-informed (u.m.)	plate
-in (u.m.)	course	laid	-known (u.m.)	race
-up (u.m.)	dog	lay	-looking (u.m.)	r p i n
wu	-drinking (u.m.)	mark	-meaner	stitch
disabled (u.m.)	drop	post	-nigh (u.m.)	-worn (u.m.)
-famed (u.m.)	fall	side	-off (u.m.)	wright
fare	-filled (u.m.)	-sore (u.m.)	-read (u.m.)	when
head	finder	-up (n., u.m.)	-set-up (u.m.)	ever
horse	flood	worn	settled (u.m.)	-issued (u.m.)
(nonliteral)	flow	weak	ride	soever
-made (u.m.)	fog	-backed (u.m.)	spoken (u.m.)	where
path	-free (u.m.)	-eyed (u.m.)	spring	abouts
ship	front	handed	stead	after
-swept (u.m.)	gate	-kneed (u.m.)	-thought-of	as
#time (clock)	head	minded	(u.m.)	at
time (duration)	hole	mouthed	-thoughtout	by
ward	horse	vweather	(u.m.)	for
heeler	-inch	beaten	-to-do (u.m.)	from
robe	-laden (u.m.)	blown	-wisher	in
ship	lane	-borne (u.m.)	-wishing (u.m.)	insoever
warm	leaf	break	-worn (u.m.)	into
blooded	-lined (u.m.)	cock	velterweight	of
clad (u.m.)	locked	glass	werewolf	on
up (n., u.m.)	log	going	vast	never
warmed-over	mark	-hardened (u.m.)	-central (u.m.)	to
(u.m.)	melon	#house	-faced (u.m.)	under
warpeetter	meter	-marked (u.m.)	going	upon
wash	plant	most	most	with
basin	pot	proofing	-northwest	withal
basket	proofing	stain (v.)	sider	wherever
bowl	quake	strip	vet	which
cloth	-rot (v.)	-stripped (u.m.)	back	ever
-colored (u.m.)	scape	worn	-cheeked (u.m.)	soever
day	shed	vweb	clean (v.)	whiffletree
down (n., u.m.)	shoot	-fingered (u.m.)	-nurse (v.)	whip
-in (n., u.m.)	ride	foot	pack	cord
off (n., u.m.)	-soak (v.)	-footed (u.m.)	wash	crack
out (n., u.m.)	-soaked (u.m.)	wedge	whale	-graft (v.)
pot	-soluble (u.m.)	-billed (u.m.)	back	lash
rag	spout	-shaped (u.m.)	-backed (u.m.)	-marked (u.m.)
rtand	stain	weed	bone	post
tray	wall	-choked (u.m.)	-built (u.m.)	saw

shaped (u.m.)	wife	growing	with	winder
socket	-beater	-hardy (u.m.)	draw	woolly
staff	hood	pot	hold	-coated (u.m.)
stalk	killer	-red (u.m.)	in	-headed (u.m.)
stall	-ridden (u.m.)	seller	o u t	-looking (u.m.)
stick	wigwag	taster	stand	-white (u.m.)
stitch	wild	tester	within	I word
stock	cat (n.)	vat	-bound (u.m.)	-blind (u.m.)
-tailed (u.m.)	eyed (u.m.)	wing	-named (u.m.)	builder
whipper	fire	band	woe	catcher
-ill	#land	bar	begone	clad (u.m.)
snapper	life	beat	worn	-der f (u.m.)
whirl	Xman	bolt	wolf	jobber
about (n., u.m.)	wind	bone	eyed (u.m.)	list
blast	will	bow	#fish	-perfect (u.m.)
pool	-less	cut	hound	play
shaped (u.m.)	-o'-the-wisp	-footed (u.m.)	pack	seller
wind	wilt-resistant	handed	woman	slinger
whisk	(u.m.)	-heavy (u.m.)	folk	work
broom	wind (v.)	-loading (u.m.)	hood	aday (n., u.m.)
#tail	down (n., u.m.)	-loose (u.m.)	kind	-and-turn (u.m.)
whistlestop	up (n., u.m.)	nut	womenfolk	away (n., u.m.)
white	wind	-shaped (u.m.)	wonder	bag
	bag	shot (u.m.)	rtrong	basket
E d (n.)	ball	span	-struck (u.m.)	bench
#book	blown	-swift (u.m.)	wood	card
(diplomatic)	brace	tip	bark (color)	day
cap (n.)	break	top	bin	d'n e n (u.m.)
coat (n.)	burn	walker	bined	folk
-collar (u.m.)	catcher	wall	block	hand
comb (n.)	-chapped (u.m.)	-weary (u.m.)	-built (u.m.)	-hardened (u.m.)
corn	chil ill	winter	-cased (u.m.)	horse
-eared (u.m.)	fall	-beaten (u.m.)	chipper	-hour (u.m.)
-eyed (u.m.)	fast	clad (u.m.)	choiper	housed
face	-fertilized (u.m.)	-fallow (v.)	chuck	life
-faced (u.m.)	firm	-fed (u.m.)	cut	manSHIP
foot (n.)	flow	feed	grub	out (n., u.m.)
-footed (u.m.)	gall	#green (color)	hole	Dan
handed	alled (u.m.)	green (plant,	horse	paper
-hard (u.m.)	I ole	etc.)	h ng (u.m.)	people
head	-hungry (u.m.)	-hardy (u.m.)	-lined (u.m.)	place
-headed (u.m.)	jammer	kill	lot	saving
-hot (u.m.)	lass	-made (u.m.)	-paneled (u.m.)	rheet
#line	pipe	-sown (u.m.)	pile	shoe
minded	-pollinated (u.m.)	tide	-planing (u.m.)	shy (n., u.m.)
out (u.m., v.)	-rode (u.m.)	-worn (u.m.)	print	-shyness
pot	row	wire	pulp	slip
-tailed (u.m.)	screen	bar	ranger	space
-throated (u.m.)	shaken (u.m.)	-caged (u.m.)	rock	stained (u.m.)
top (n.)	shear (u.m.)	-cut (u.m.)	shed	stand
vein	rhiold	cutter	ride	stream
wash	rhook	dancer	stock	table
who	ride	draw (v.)	turner	up (n., u.m.)
ever	sleeve	edged (u.m.)	-turning (u.m.)	ways
soever	sock	hair (dog)	-walled (u.m.)	-weary (u.m.)
whole	speed	-haired (u.m.)	wind (music)	week
-headed (u.m.)	stop	less	wooden	worn
-hogge	storm	#line	head (n.)	working
sale	stream	photo	-hulled (u.m.)	#load
some	swept	puller	-weary (u.m.)	#room
whommever	worn	rpun	wool	world
wicker-woven	window	stitch	fell	beater
(u.m.)	breaker	stitched (u.m.)	gatherer	-conscious (u.m.)
wicket	-breaking (u.m.)	-tailed (u.m.)	grader	#consciousness
keeper	*leaning (u.m.)	tap	growing	#line
keeping	-dressing (u.m.)	walker	head	#power
wide	pane	works	-laden (u.m.)	-self
-angle (u.m.)	peeper	-wound (u.m.)	-lined (u.m.)	-weary (u.m.)
-awake (u.m.)	shop (v.)	wi u	pack	worm
-handed (u.m.)	shopping (u.m.)	acre	press	eaten (u.m.)
mouthed	sill	crack	shearer	-eating (u.m.)
open (u.m.)	#work	head (n.)	shed	hole
spread	wine	-headed (u.m.)	sorter	-riddled (u.m.)
4spreading (u.m.)	bag	-spoken (u.m.)	stock	-ripe (u.m.)
widow	-black (u.m.)	wishtone	washer	seed
#bird	drinking (u.m.)	witch-hunting	wheel	shaft
hood	glass	(u.m.)	-white (u.m.)	

worn	-up (n., u.m.)	drop	writing# room	wry
down (u.m.)	wreath-crowned	fall	wrong	bill
out (u.m.)	(u.m.)	lock	doer	-billed (u.m.)
outness	wreck-free	pin	-ended (u.m.)	-faced (u.m.)
worrywart	(u.m.)	plate	--minded (u.m.)	-looking (u.m.)
worth	wring	watch	-thinking (u.m.)	-mouthed (u.m.)
while (u.m.)	bolt	write	wrought-up	neck
whiteness (n.)	staff	back (n., u.m.)	(u.m.)	set (u.m.)
wrap	wrist	-in (n., u.m.)		
around	band	off (n., u.m.)		
(n., u.m.)	bone	up (n., u.m.)		

X

X	-shaped	xantho (c.f.)	xero (c.f.)	
-body	x	<i>all one word</i>	<i>all one word</i>	
-disease	#ray (n.)	reno (c.f.)	xylo (c.f.)	
-virus	-my (u.m.)	<i>all one word</i>	<i>all one word</i>	

Y

Y	-deep (u.m.)	long (u.m.)	-throated (u.m.)	-toed (u.m.)
-chromosome	-long (u.m.)	old (u.m.)	top	young
-joint	stick	-round (u.m.)	yes	eyed (u.m.)
-level	-wide (u.m.)	yellow	-man	-headed (u.m.)
-potential	yaw	back	-no	-ladylike
-shaped	meter	-backed (u.m.)	yester	-looking (u.m.)
-track	sighted (u.m.)	-bellied (u.m.)	day	-manlike
-tube	year	belly	year	-old
Yankee-Doodle	day	-billed (u.m.)	yoke	-womanhood
yard	end	-headed (u.m.)	fellow	youthtide
arm	-hour (u.m.)	-tailed (u.m.)	mating	yuletide

Z

Z	gravity	zoo (c.f.)	zygo (c.f.)	zymo (c.f.)
-bar	zigzag	<i>all one word</i>	<i>all one word</i>	<i>all one word</i>
-chromosome	zinc	zoologico (c.f.)	zygomatiko (c.f.)	
zero	-coated (u.m.)	<i>all one word</i>	orbital	
axial	-white (u.m.)		<i>rest one word</i>	
-dimensional				
(u.m.)				

APPENDIX 7. WORD DIVISION

1. **GENERAL.** When words **must** be divided, they are separated between syllables. One-syllable words are never divided. Proper division into syllables is -given in the Government Printing Office Style Manual, the Word Division Supplement to Government Printing Office Style Manual, and the dictionary.

2. DIVIDE WORDS.

a. After a vowel, if the vowel itself is a separate syllable within a word.

physi-cal **not** phys-ical
sepa-rate **not** sep-arate

particu-lar **not** partic-ular
criti-cism **not** crit-icism

b. Between the members of solid compounds.

rail-road

proof-reader

c. At the hyphen in hyphenated compounds.

court-martial

above-mentioned

d. Between adjoining vowels in separate syllables.

estu-ary

gene-alogy

cre-at ion

e. After prefixes of three or more letters.

ante-date
fri-color

inter-leaving
trans-portion

f. Before suffixes of three or more letters.

port-able

writ-ing

g. After the second consonant of double consonants ending a root word when followed by 'a suffix.

tell-ing

express-ing

h. Between double consonants that are doubled because a suffix is added.

remit-ted

t hin-ning

i. After the consonant at the end **of** a syllable with a short vowel and before the end of a syllable with a long vowel, if no vowel is a separate syllable or if vowels do not adjoin.

progress (verb) pro-grese
progress (noun) prog-ress
project (verb) pro-ject
project (noun) pro-ject

stenographer (noun) **stenog-r**apher
stenographic (adjective) steno-graphic

3. DO NOT DIVIDE WORDS.

a. At the ends of more than two consecutive lines.

b. At the end of a line when the part begun there does not suggest the whole word.

counter-offensive

not coun-teroffensive

c. Of five or fewer letters, even though containing more than one syllable.

avoid begin into also every area

d. Between a one- or a two-letter terminal syllable and the rest of a word.

ammonia

proceeded

period

e. Between a **one-** or a two-letter initial syllable and the rest of a word.

identity

around

behavior

f. When that word is the last word of a paragraph or on a page.

4. DO NOT SEPARATE CLOSELY RELATED WORD UNITS.

a. Avoid separating words in close association such as the elements of dates and of proper names; groups of initials and surnames; and abbreviated titles (Dr., **Mrs., etc.,**) and names.

(1) When it is necessary to divide a date, the year may be carried over to the next line.

(2) When it is necessary to divide a proper name, the surname may be carried over to the next line.

b. Do not separate figures, letters, or symbols from their accompanying words when used as a group.

Chapter III

Article 14

1234 Fifth Street NW.

\$125.35

APPENDIX 8. SPELLING

1. GENERAL. This appendix carries a short list of preferred spelling forms, selected from those in the Government Printing Office Style Manual. Also it gives instructions on the formation of plurals, the doubling of consonants when suffixes are added, and the use of indefinite articles;

2. PREFERRED SPELLING.

abridgement	consignor	gasoline	nonplused
acknowledgment	converter	goodby	offense
adapter	conveyor	graveled,	penciled,
ad juster	councilor	gravel ing	pencil ing
adviser	counseled,	gray	percent
aging	counselor,	intern	plow
aline	counseling	jeweled,	practice
anesthetic	defense	jeweler,	programmed,
appall	descendant	jeweling	programmer,
ascendance	development	judgment	programming
aye	diagramed,	kerosene	reconnaissance
barreled,	diagraming	kidnaped,	referable
barreling	dialed,	kidnaper,	signaled,
beveled,	dialing	kidnaping	8 signaling
beveling	dike	labeled,	skillful
biased	disk	labeling	stenciled,
blond	draft	leveled,	stenciling
boulder	drought	leveling	subpoena
brier	employee	libeled,	sulfur
buses	enclose	libeler,	t h e a t e r
c a l i b e r	enclosure	libeling	total,
cancel,	entrust	license	totaling
canceling,	equaled,	likable	traveled,
cancellation	equaling	maneuver	traveler,
catalog	esthetic	marshaled,	traveling,
channeled,	exhibitor	marshaling	visa,
channeling	favor	marvelous	visaed
cigarette	focused,	medieval	vitamin
coconut	focusing	meter	willful
combated,	forbade	modeled,	woolen
combating	fulfill	modeling	woolly
connector	fuse	mold	worshiper,
			worshiped,
			worshiping

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Appendix 8

3. PLURAL FORMS.

- a. In forming the plurals of compound terms, make the significant word plural.

Significant word first

adjutants general
 ambassadors at large
 attorneys at law
 attorneys general
 brothers-in-law

Sinnificant word in middle

assistant attorneys general
 assistant chiefs of staff
 assistant comptrollers general
 deputy chiefs of staff

Sinnificant word first

commanders in chief
heirs at law
 notaries public
 rights-of-way

Both words of eaul significance:

Bulletins Nos. 27 and 28; but
 Bulletin No. 27 or 28
 men buyers
 women students

Sinnif icant word last

assistant attorneys
 assistant commissioners
 assistant secretaries
 deputy sheriffs
 lieutenant colonels
 trade unions
 vice chairmen
 vice presidents

No word significant in itself

hand-me-downs
 jack-in-the-pulpits

- b. When a noun is hyphenated with an adverb or preposition, make the noun plural.

goings-on
 hangers-on

listeners-in
 lookers-on

makers-up
 passers-by

- c. When neither word is a noun, make the last word plural.

also-rans
 come-ons

go-betweens
 higher-ups

- d. To form the plural of nouns ending with ful, add a at the end. If it is necessary to express the idea that more than one container was filled, write the two elements as separate words and make the noun plural.

five bucketfuls of the mixture (one bucket filled five times)
 five buckets full of earth (separate buckets)
 three cupfuls of flour (one cup filled three times)
 three cups full of coffee (separate cups)

e. The plurals of these words may cause difficulty.

addendum, addenda	formula, formulas	minutia, minutiae
appendix, appendixes	maximum, maximums'	parenthesis, parentheses
basis, bases	medium, mediums, or media	phenomenon, phenomena
crisis, crises		plateau, plateaus
curriculum, curriculums	memorandum, memorandums	stimulus, stimuli
datum, data	minimum, minimums	synopsis, synopses

4. DOUBLED CONSONANTS. When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, double the consonant if **(a)** it ends a word of one syllable or **(b)** it ends an accented syllable.

bag, bagging	rob, robbing	but total, totaled
get, getting	corral, corralled	travel, traveled
red, reddish	transfer, transferred	

5. INDEFINITE ARTICLES.

a. Use a before words beginning with consonants, except words beginning with a silent h. Also use a before words spelled with initial vowels that combine consonant and vowel sounds.

a procedure	a union	a one-sided argument
a hotel	a European atlas	but an hour
a humble man		

b. Use an before words beginning with vowels, and words beginning with a silent h.

an- order	an initial	an honor
an electric light	an herbseller	

c. When a group of initials begins with b, c, d, g, j, k, p, q, t, u, **v**, w, **y**, or **z**, each having a consonant sound, the indefinite article a is used.

a BLS compilation	a GAO limitation
a CIO finding	a PHS project

d. When a group of initials begins with a, e, f, h, i, l, **m**, n, o, **r**, **s**, or **x**, each having a vowel sound, the indefinite article an is used.

an AEC report	an NSC (en) proclamation
an FCC (ef) ruling	an RFC (ahr) loan